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Jan 1988 - Mar 1989

HAMILTON, ONT: COUNCIL
Committee Agendas -
PERSONNEL COMMITTEE

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1987 December 30

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1988 January 6
9:00 o'clock a.m.
Room 233, City Hall

E. A. Simpson, Secretary,
Personnel Committee.

EAS/gk

AGENDA

1. Minutes of meeting held Wednesday, 1987 November 18

2. **Hamilton Professional Fire Fighters Association:**

   (a) Requesting meeting re parking

   (b) Payment of account - Mr. Stanley Simpson re Richard Holmes

3. **City Solicitor's Department:**

   (a) Payment of account - Ross & McBride - re Edward Gringhuis v The City of Hamilton - 118 Broadway Avenue

4. **HUMAN RESOURCES CENTRE:**

   (a) Remuneration - Members of City Council

      (i) Increase - January 1, 1988

      (ii) Citizens' Review Committee - Recommendations

   (b) Policy on Hiring of Relatives

   (c) Appointments and Terminations with The Corporation of the City of Hamilton to 1987 December 22

Personnel Committee Agenda (cont'd.)

5. **INFORMATION ITEMS**

(a) Employee Assistance Program Agreement between The Corporation of the City of Hamilton and Family Services of Hamilton-Wentworth, Inc., for the period September 1, 1987 to August 31, 1988

(b) Training Package

6. **DEPARTMENTAL BUDGETS** Coded Separately

(a) Budget Comments by Mr. L. Sage, C.A.O. and Mr. E.C. Matthews, City Treasurer

(b) (i) City Solicitor's Department

(ii) Human Resources Centre

(iii) Fire Department

Wednesday, 1987 November 18
9:00 o'clock a.m.
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman M. Kiss, Chairperson
Alderman R. Wheeler, Vice-Chairman
Alderman W. McCulloch
Alderman B. Hinkley
Alderman D. Christopherson
Alderman J. Smith
Alderman H. Merling

Also present: Mr. L. Sage, Chief Administrative Officer
Mrs. C. Lowe, Commissioner of Human Resources
Mrs. D. Jones, Manager of Personnel Services
E. A. Simpson, Secretary

The minutes of the meeting held Wednesday, 1987 October 21 were taken as read and approved.

87-115
Position changes in Department of the Director of Property - Real Estate Division

On the recommendation of the Director of Human Resources the Committee approved of the following position changes in the Department of the Director of Property, Real Estate Division:

(a) The deletion of the position of Chief Property Officer, Salary Schedule "K", $36,575.24 - $43,053.92 per annum. This deletion to take effect on the retirement of the incumbent.

(b) The replacement of the above position with a Senior Property Officer/Appraiser, Salary Schedule "A 15", $32,999.72 - $37,760.32 per annum.

Note: The above will reflect savings from $5,600 to $10,900 per annum.

Mr. D. Vyce was in attendance and briefly outlined the reasoning behind these changes.

87-116
Benefit package for members of City Council

On the recommendation of the Commissioner of Human Resources the Committee approved the following resolutions dealing with the benefit package received by the members of City Council:

(a) That effective upon approval of City Council, the benefit package for Hamilton City Council Members be updated to include the increased benefits approved for employees covered by the Collective Agreement entered into by The Corporation of the City of Hamilton and Local 167, C.U.P.E.

(b) That in future, when an enhanced benefit package is approved by City Council for Local 167, C.U.P.E., those enhanced benefits shall be automatically passed on to Hamilton City Council Members, provided that such benefits are allowed to Hamilton City Council under the terms of the plans.

87-117
Changes in uniforms - Local 1041, Foremen's Union

The Committee approved of the following changes in the uniforms issued to members of Local 1041, the Foremen's Union:

1) Changing the colour from green to grey.

2) Replacing the "Corporation City of Hamilton" label with the City of Hamilton crest, surrounded by the words "City of Hamilton".

3) Adding a vest to the selection of clothing available.

4) Making the alternative of a"golf" type of shirt available.

These changes were requested by Local 1041, and were agreed to by the Human Resources Centre and recommended to the Committee by the Commissioner of Human Resources. The additional cost for these changes amounts to approximately $27.00 per employee. The cost to outfit a member with the current uniform is $241.50, as opposed to $268.50 for the new uniform.

87-118
Appointments and Terminations

The Committee approved for recommendation to City Council Appointments and Terminations in permanent and temporary service with The Corporation of the City of Hamilton to 1987 November 9.

87-119
Overdrafts - City Solicitor's Dept.

The Committee approved of the overdrafts in the City Solicitor's Department, as outlined in a letter dated 1987 October 15 from Mr. P. Eker, Acting City Solicitor.

87-120
Report on Adopt-A-School Project

For the information of the members of the Committee the Commissioner of Human Resources presented a report on the Adopt-A-School Project that is being implemented in Westmount Secondary School.

87-121
Approval of transfer of funds

The Committee approved of the following transfer of funds, as recommended by the Commissioner of Human Resources:

TRANSFER FROM	TRANSFER TO	AMOUNT
0327-0256 Consultants' Fees	0327-0112 Promotion & Publicity	$3,500.00
0327-0153 Medical Exams. & Physicians Fees	0327-0116 Postage & Courier	2,500.00
0327-0394 Training - Safety	0327-0194 Training -General	1,200.00
0327-0394 Training - Safety	0327-0183 Rental Office Equipment	1,200.00

The meeting then adjourned.

Taken as read and approved.

ALDERMAN M. KISS, CHAIRPERSON

E. A. SIMPSON, SECRETARY

Typed by G. Kerr.

DEC 3 1987

Hamilton Professional Fire Fighters Association

2(a)

President

Ron Bowman

Treasurer

Bill Aitken

Secretary

Larry Staples
19 Laurier Avenue,
Hamilton, Ontario.
388-3341

November 21st, 1987

Mr. K. Avery, Secretary
Personnel Committee,
City Hall,
71 Main Street West,
Hamilton, Ontario.

Dear Sir:

The Negotiating Committee of the Hamilton Professional Fire Fighters hereby request a meeting to discuss the parking facilities at the John Street Fire Station.

Your attention to this matter would be greatly appreciated.

Yours truly,

Larry Staples, Secretary
H.P.F.F.A.

cc: Ms.C. Lowe
Mr. J. FitzPatrick, Deputy Chief

MAKE EVERY WEEK - **"FIRE PREVENTION WEEK"**

Hamilton Professional Fire Fighters Association

2 (b)

President

Ron Bowman

Treasurer

Bill Aitken

RECEIVED
DEC 4 1987
CITY CLERKS

Secretary

Larry Staples
19 Laurier Avenue,
Hamilton, Ontario.
388-3341

November 21st, 1987

Mr. Ed. Simpson, Clerk
City Hall,
71 Main Street West,
Hamilton, Ontario.

Dear Sir:

Please find enclosed Mr. Stanley Simpson's costs for representing Mr. Richard Holmes who was involved in a traffic accident while on duty.

The Negotiating Committee would appreciate the reimbursement of $910.00 at your earliest convenience.

Yours truly,

Larry Staples, Secretary
H.P.F.F.A.

MAKE EVERY WEEK - **"FIRE PREVENTION WEEK"**

STANLEY SIMPSON
BARRISTER & SOLICITOR

ASSOCIATES:
MARVIN P. STRINGER
LAWRENCE J. COHEN

TELEPHONE (416) 523-7400

SUITE 407
20 HUGHSON STREET SOUTH
HAMILTON, CANADA
L8N 2A1

October 19th, 1987

Mr. William Aitken,
9 Lawrence Avenue
Stoney Creek, Ontario,
L8G 2M6

Dear Sir:-

Re: HAMILTON PROFESSIONAL FIRE FIGHTERS ASSOCIATION
re charges against Richard Holmes - Our file #2046/87

Enclosed herewith my account with reference to the above mentioned matter which I understand you will be referring to the City for payment.

Please advise the City Solicitor that this matter was heard before a Justice of the Peace, Parque who dismissed the charges on October 15th, 1987 after hearing evidence in connection with same.

Yours very truly,

STANLEY SIMPSON

SS:cc
Encl.

HAMILTON PROFESSIONAL FIRE
FIGHTERS ASSOCIATION
c/o Mr. William Aitken,
9 Lawrence Avenue
Stoney Creek, Ontario,
L8G 2M6

October 19th, 1987

IN ACCOUNT WITH

STANLEY SIMPSON
BARRISTER & SOLICITOR

AREA CODE 416
TELEPHONE 523-7400

SUITE 502
20 HUGHSON STREET SOUTH
HAMILTON, CANADA
L8N 2A1

Re: HAMILTON PROFESSIONAL FIRE FIGHTERS ASSOCIATION
re charges against Richard Holmes - Our file #2046/87

May 14th, 1987 - attendance with Holmes, Dawson and Bowman to review charges against Holmes - 2:00 p.m. to 2:45 p.m. attending on June 24th, 1987 and arranging for remand to Thursday, October 15th, 1987; October 13th, 1987, attendance with Holmes, Dawson and Bowman to review evidence and to request attendance with other witness namely Ken Prine 9:00 a.m. to 10:00 a.m.; October 15th, 1987, attendance before Justice of the Peace, Parque, at Provincial Court Traffic Division at which time, evidence was called, submissions were made and the Justice of the Peace dismissed the charges, 1:00 p.m. until 3:00 p.m.; correspondence with Richard Holmes, Provincial Prosecutor's Office - 2 letters; reviewing charges and Highway Traffic Act and Law - total hours spent 6 hours @ $150.00 per hour: $900.00

Paid for police report: 10.00

$910.00

THIS IS MY ACCOUNT

STANLEY SIMPSON
SS:cc
E. & O. E.

3(a)

FOR ACTION

FROM P.R.A. Hooker, for P.M. Eker, Acting City Solicitor

DATE ~~CITY CLERKS~~

TO Chairman and Members
Personnel Committee
Attn: Mr. E. A. Simpson, Secretary

Refer To File No. 100-1.411

Attention Of P.R.A. Hooker

Your File No.

SUBJECT

Account of Ross & McBride Law Firm - Edward Gringhuis v The City of Hamilton - 118 Broadway Avenue - The Fire Marshal's Act, Ontario

RECOMMENDATION

That the enclosed, interim account of the law firm of Ross & McBride in the amount of $2,955.50 in the above matter be approved for payment and paid. This account is to be charged to account No. 0325-0215, litigation for the Fire Department.

Philip R.A. Hooker for
P. M. Eker, Acting City Solicitor

BACKGROUND

In the course of a prosecution by the City to enforce orders issued in regard to the above address by the Hamilton Fire Prevention Bureau, the defence challenged the sufficiency and propriety of the charge. The trial court upheld the charge on the preliminary defence motion to strike it down. The trial was postponed, pending defence appeal by way of judicial review application in the Supreme Court of Ontario's Weekly Court. The application by the defence was resisted there by the City's counsel, Ross & McBride, specifically Mr. W. G. Charlton, Q.C., assisted by solicitor D.G. Timms of the same firm, which had been retained with the approval of the Chief Administrative Officer, Mr. L. Sage, during a particularly busy period arising from Mr. K. A. Rouff's sudden, severe health condition.

The application was heard late in October, 1987 and the City was successful and was awarded costs of the application, so that a portion of the enclosed account will be repaid to the City by the defendant, after the costs are assessed by a court official.

The case so far is in the nature of a precedent for the Fire Department's Fire Prevention Bureau.

The Corporati of the City of Hamilton
c/o K. A. Rouff, Esq.
City Solicitor
City Hall
71 Main Street West
Hamilton, Ontario L8N 3T4

RECEIVED
NOV 10 1987
LEGAL DEPARTMENT
THE CORPORATION OF
THE CITY OF HAMILTON

MAIL: P. O. BOX 907
HAMILTON, CANADA
L8N 3P6

October 30, 1987

File No. 99-45886
Please quote this file number when remitting.

IN ACCOUNT WITH

ROSS & McBRIDE

BARRISTERS & SOLICITORS

FIRST CITY TRUST TOWER
ONE JAMES STREET SOUTH

TELEPHONE 526-9800
AREA CODE 416

RE: Her Majesty, The Queen et al.
ats. Edward Gringhuis

TO ALL PROFESSIONAL SERVICES RENDERED to date including:

To receiving your instructions to act on behalf of the City with respect to an Application; to reviewing your file; to researching the law in respect of the Provincial Offences Act; to preparing a Factum on behalf of the City; to updating the cases relied upon by the City; to preparing a Case Brief; to telephone conferences with your Mr. Hooker; to telephone conferences with Mr. Fitch, the solicitor for the Attorney-General; to reviewing our Factum; to preparing our Notice of Change of Solicitors; to serving our material upon opposing counsel; to arranging for our material to be filed with the Weekly Court in Toronto; to preparing for the Application; to attending in Weekly Court on Monday, October 26, 1987; to advising you that the Application was dismissed; to forwarding to you a copy of His Lordship's endorsement; to further discussions with you regarding the taxation of the City's costs; and to all other telephone conferences, correspondence and preparation with respect to the above.

TO OUR FEE	$ 2,775 00
Balance Carried Forward	$ 2,775 00

.../2

The Corporation of the City of Hamilton
c/o K. A. Rouff, Esq. - City Solicitor

Ross & McBride

Balance Brought Forward		$ 2,775 00
DISBURSEMENTS:		
Paid administration fee (to open file, postage, misc. expenses, etc.)	$ 15 00	
Paid to file materials in Weekly Court	11 00	
Paid for travel expenses to Weekly Court in Toronto on October 26, 1987	21 25	
Paid for photocopies	125 75	
Paid for long distance calls	7 50	180 50
TOTAL FEES & DISBURSEMENTS OWING		$ 2,955 50

THIS IS OUR INTERIM ACCOUNT HEREIN:

ROSS & McBRIDE

Per: _____
William G. Charlton, Q.C.

WGC/cs

4 (a) (i)

FOR ACTION

FROM Cheryl A. Lowe
Commissioner, Human Resources Centre
for the City/Region

DATE 1988 January 6

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Salaries of Mayor and Aldermen

RECOMMENDATION

That the salaries of the Mayor and Aldermen be increased by 4.2% effective December 1, 1987.

BACKGROUND

The Report of the Review Panel dated September 15, 1986, recommended that:

B) In the interim, salaries of the present Mayor and Aldermen (in their city capacities) should be increased by 2.9% effective from the beginning of their term of office, and during the remainder of the term they should receive the same percentage increases (if any) adopted by Regional Council, provided that each such increase be debated in open public session;

. . . 2

The salaries for the Chairman and Councillors were increased by 4.2% effective December 1, 1987, based on the formula passed by Regional Council. That formula is as follows:

"that the formula to annually adjust the salaries of the Regional Chairman and the Regional Councillors based on December 1st data as the lesser of 5% or the annual increase in the Consumer Price Index of the 12 months of the preceding year be approved."

Cheryl Lowe

4(a)(ii)

FOR ACTION

FROM Cheryl A. Lowe
Commissioner, Human Resources Centre
for the City/Region

DATE 1988 January 6

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Council Remuneration effective
December 1, 1988

RECOMMENDATION

That Council review the recommendations of the Citizen's Review Committee and determine appropriate action.

BACKGROUND

The report of the Review Panel dated September 15, 1986, recommended that:

A) Any change in remuneration of Mayor or Aldermen take effect only at the beginning of a term of office after debate and decision entirely in open public session of the previous Council before June 1 of an election year.

. . . 2

B) In the interim, salaries of the present Mayor and Aldermen (in their city capacities) should be increased by 2.9% effective from the beginning of their term of office, and during the remainder of the term they should receive the same percentage increases (if any) adopted by Regional Council, provided that each such increase be debated in open public session.

C) Any increase for the Council elected in 1988 and for each future Council should not exceed the percentage increase in total personal income of Hamilton residents during the latest three years reported by Revenue Canada, unless recommended by a Citizens' Review Panel appointed in January of the Election year whose report is made public before April 1 of that year.

Cheryl Lowe

FOR ACTION

FROM Mr. J. J. Schatz, Secretary
Executive Committee

DATE 1987 November 27

TO PERSONNEL COMMITTEE

Refer To File No.

Attention Of

Your File No.

SUBJECT

Report of the Salary Review Panel

RECOMMENDATION

That the Personnel Committee undertake a review of the recommendations contained in the "Report of the Salary Review Panel" dated September 1986, which was adopted by City Council on October 28, 1986 and make appropriate recommendations to City Council if necessary.

BACKGROUND

The report provides for the exercising of options as early as January, 1988 in the event certain changes are desired.

c.c.: Mrs. C. Lowe, Commissioner of Human Resources

4(b)

FOR ACTION

FROM Cheryl A. Lowe
Commissioner, Human Resources Centre
for the City/Region

DATE 1988 January 6

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT Policy on Hiring of Relatives

RECOMMENDATION

That an applicant for employment will not be hired, transferred or promoted to a position which would place such applicant in a direct supervisory/subordinate reporting relationship with a spouse, child or parent of the applicant or in a compromising position with the spouse, child or parent in financial or administrative matters. Similar provisions will apply where employees become related while in the service of the city.

BACKGROUND

The above noted recommendation was submitted to both the City and the Regional Personnel Committees in July 1987. Regional Council approved the recommendation July 15, 1987.

The City Personnel Committee, however, directed that it be forwarded to the various Unions and associations for their comments. This has been done.

Comments were receiveed from C.U.P.E. Locals 5, 167 and 1041 as well as the Hamilton Professional Fire Fighters Association. Local 1041 and 167 are in favour of the policy.

. . . 2

The Fire Fighters Association does not want the proposed policy to determentally affect the hiring of relatives. I do not believe the recommended policy causes a problem in the Fire Department as that are only 2 positions excluded from the H.P.F.F.A. and therefore, defined as supervisory.

C.U.P.E. Local 5's initial response to me indicated 2 concerns. They felt the definition of relatives should be broader and they also had concern about undue influence. I responded to them indicating that Human Rights legislation prevented a broader definition of relatives. I also drew to their attention, the policy re preferential treatment. I have not received any further correspondence from them.

I believe that all concerns raised by the Unions have been addressed and therefore, have brought forward this recommendation.

Cheryl Lowe

4(c)

FOR ACTION

FROM Cheryl A. Lowe
Commissioner of Human Resources

DATE 1988 January 06

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Appointments to and Terminations from both permanent and temporary positions with the Corporation to December 22, 1987.

RECOMMENDATION

as attached

Cheryl Lowe

BACKGROUND

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Doug Anderson	Timekeeper	Public Works	returning to permanent position	A-3	$430.70 per week	87/11/02
Mr. Jacinto Arruda	Maintenance Worker	Parking Authority	returning to previous position as per employee's request	B-4	$450.34 per week	87/12/21
Mr. Peter Baker	General Manager Parking Authority	Parking Authority	replacing Mr. W. Cottrell - retired	G	$52,145.60 per annum	87/11/16
Mr. Maurice Beauchamp	Traffic Checker	Traffic	replacing Mrs. W. Crevier - promoted	B-3	$392.00 per week	87/11/30
Ms. Carol Biggs	Gardener I	Parks Division of Public Works	replacing Mr. M. Glavac - promoted	D-9	$11.915 per hour	87/11/23
Ms. Susan Bowes	Box Office Clerk	Copps Coliseum Division of H.E.C.F.I.	replacing Ms. G. Nielsen - terminated	6	$17,451.72 per annum	87/11/06
Mr. Allan Bowman	Caretaker	Property Maintenance Division of Property	replacing Mr. M. Beauchamp - promoted	B-2	$385.93 per week	87/12/07

Prepared 1987 December 22

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Carl Capuano	Operator - Central Utilities	Central Utilities Plant Division of H.E.C.F.I.	replacing Mr. N. Kapoor - promoted	M-16	$15.000 per hour	87/11/17
Mrs. Maureen Carrington	Stenographer II	City Clerk's	replacing Mrs. B. Thompson - transferred	E-4	$382.03 per week	87/11/30
Mr. William Christenson	Maintenance Worker	Parking Authority	replacing Mr. W. Gerrior - transferred	B-4	$405.59 per week	87/12/21
Ms. Nancy Daines	Typist Cashier II	Building	replacing Mrs. Z. Race - promoted	A-3	$379.13 per week	87/11/30
Mr. Rob Delconte	Garbageman	Public Works	replacing Mr. M. Webster - promoted	D-8	$11.654 per hour	87/11/02
Mr. Frank Digiambattista	Handyman	Culture and Recreation	returning to previous position as per employee's request	M-10	$13.210 per hour	87/12/07
Mr. William Dupont	Building Inspection Clerk	Building	replacing Mr. W. Sargeant - promoted	A-6	$436.92 per week	87/11/16
Ms. Jennifer Falla	Administrative Assistant II	City Clerk's	replacing Mrs. C. Leckie - resigned	O	$26,229.32 per annum	87/12/07
Mr. C. Firth-Eagland	General Foreman (Turf)	Parks Division of Public Works	replacing Mr. S. Dodson - resigned	M3	$31,349.76 per annum	87/11/09

Prepared 1987 December 22

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Nariender Kapoor	Utilities Maintenance /Operator	Central Utilities Plant Division of H.E.C.F.I.	replacing Mr. W. Murphy - transferred	M-15	$14.074 per hour	87/11/02
Ms. Laurelle Kargl	Information Clerk	City Clerk's	replacing Mrs. E. Gallaher - retired	EE-3	$359.61 per week	87/12/14
Mr. Franco Liberatore	Gardener II	Parks Division of Public Works	replacing Mr. J. Panjada - retired	D-7	$11.795 per hour	87/11/23
Ms. Mary MacKay	Typist Clerk II	City Clerk's	replacing Ms. L. Pacifici - promoted	E-2	$326.45 per week	87/12/14
Mrs. Silena McEwen	Receptionist-Secretary	Convention Centre Division of H.E.C.F.I.	replacing Ms. L. Parlee - transferred	5	$16,511.04 per annum	87/11/02
Mr. James Mitchell	Captain	Fire	new position	C-8	$45,727.30 per annum	87/12/07
Mr. Martin Molinaro	Operations Assistant	Hamilton Place Division of H.E.C.F.I.	new position	2	$13,898.56 per annum	87/12/01
Mr. Wayne Murphy	Operator - Central Utilities	Central Utilities Plant Division of H.E.C.F.I.	returning to former position as per employee's request	M-16	$15.000 per hour	87/11/02
Mr. Ronald Newrick	Sports Groundsman	Public Works	replacing Mr. U. Steduto - retired	D-9	$11.915 per hour	87/11/23
Ms. Lucy Pacifici	Stenographer I	City Clerk's	replacing Mrs. E. Bilobrk - resigned	E-5	$391.22 per week	87/11/23

Prepared 1987 December 22

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. William Robertson	By-Law Enforcement Supervisor	Traffic	returning to permanent position	N-2	$31,663.32 per annum	87/12/14
Mr. Mark Sheridan	Foreman III (Golf Course)	Public Works	replacing Mr. S. Dodson - resigned	13C	$26,767.00 per annum	87/11/09
Ms. Penny Ulbinas	Gardener I	Parks Division of Public Works	replacing Mr. P. Christie - promoted	D-9	$11.915 per hour	87/11/23
Ms. Penny Ulbinas	Foreman/Woman III-Horticulture	Public Works	replacing Mr. M. Sheridan - transferred	13C	$26,767.00 per annum	87/12/14
Mr. Nick Valenti	Caretaker	Property Maintenance Division of Property	replacing Mr. L. Geroux - retired	B-2	$385.93 per week	87/12/08
Ms. Donna Van Sickle	Administrative/ Accounting Clerk	Copps Coliseum Division of H.E.C.F.I.	replacing Mr. R. Wilson - promoted	8	$21,000.20 per annum	87/11/09
Ms. Renee Velke	Information Desk Supervisor	Convention Centre Division of H.E.C.F.I.	new position	5	$16,511.04 per annum	87/11/09

Prepared 1987 December 22

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Ms. Greta Blazewicz	Data Control Clerk	Treasury	retirement	32 years & 5 months	87/09/25
Mr. Rodger Carnegie	Lieutenant	Fire	retirement	35 years & 4 months	87/12/01
Mr. Ron Cracknell	Caretaker	Property Maintenance Division of Property	resigned	1 year & 3 months	87/12/14
Mr. Carman Crawford	Lieutenant	Fire	retirement	30 years & 4 months	87/12/04
Mr. William Ferguson	Firefighter I	Fire	retirement	34 years & 11 months	87/12/02
Mr. Frank Garofalo	Traffic Serviceman II	Traffic	resigned	7 months	87/12/11
Mr. Lucien Geroux	Caretaker	Property Maintenance Division of Property	retirement	16 years & 4 months	87/11/30
Mr. Donald Girt	Lieutenant	Fire	retirement	31 years & 4 months	87/12/31
Mr. George Kavuk	Lieutenant	Fire	retirement	36 years	87/11/28
Mr. Gerard Keenan	Chief Property Officer	Real Estate Division of Property	retirement	13 years & 1 month	87/11/30
Mrs. Colleen Leckie	Administrative Assistant II	Aldermen's Section of City Clerk's	resigned	9 months	87/11/20
Mr. Ronald Lewington	Firefighter I	Fire	retirement	32 years & 4 months	87/12/30
Ms. Sonia Light	Solicitor IV	City Solicitor's	resigned	1 year & 10 months	87/11/27
Mrs. Margaret Low	Head Cashier	Convention Centre	resigned	6 years & 6 months	87/11/20
Mr. William McCulloch	Firefighter I	Fire	retirement	33 years & 4 months	88/01/01

Prepared 1987 December 22

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Mr. Bryon Robertson	Senior Property Officer /Appraiser	Real Estate Division of Property	resigned	8 years & 9 months	87/11/13
Mr. Arthur Tinson	Captain	Fire	retirement	34 years & 8 months	87/11/28
Mr. David Vickers	Litigation Counsel	City Solicitor's	resigned	13 years & 8 months	87/11/13

Prepared 1987 December 22

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO TEMPORARY POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Al Adams	By-Law Enforcement Manager (temporary)	Traffic	replacing Mr. W. Robertson (who was replacing Mr. W. Dans) - off sick	M-2	$33,962.76 per annum	87/12/14
Mr. Gene Abel	By-Law Enforcement Supervisor (temporary)	Traffic	replacing Mr. W. Robertson - off sick	N-2	$29,155.36 per annum	87/11/09
Miss C. Alletto	Stenographer I (temporary)	Traffic	replacing Miss S. Biasutti - transferred	E-5	$391.22 per week	87/11/16
Mr. Fred Barker	Rink Attendant I (temporary)	Culture and Recreation	replacing Mr. E. Rodek - promoted	D-9	$11.915 per hour	87/11/16
Miss Susan Butler	Lifeguard I (temporary)	Culture and Recreation	replacing Ms. S. Davidson - off sick	CH-5	$357.72 per week	87/12/07
Ms. Lorraine Campbell	Clerk Typist III (temporary)	Property Maintenance Division of Property	replacing Mrs. J. Orford - promoted	E-1	$310.22 per week	87/11/02
Ms. Christa Chambers	Typist Clerk II (temporary)	Traffic	replacing Ms. C. Alletto - promoted	E-2	$326.45 per week	87/11/30
Ms. Catherine Collier	Lifeguard I (temporary)	Culture and Recreation	replacing Mrs. G. Hamilton - maternity leave	CH-5	$357.72 per week	87/11/09

Prepared 1987 December 22

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO TEMPORARY POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Ronald Doucet	Zoning Examiner & Code Correlator (temporary)	Building	replacing Ms. S. Tucker - promoted	A-10	$524.03 per week	87/11/09
Mr. William Gerrior	Handyman (temporary)	Central Utilities Plant Division of H.E.C.F.I.	replacing Mr. N. Hryhoriw - off sick	M-10	$13.210 per hour	87/11/16
Mr. Paul Kelly	Traffic Serviceman /Woman II (temporary)	Traffic	replacing Mr. J. Bowker - promoted	A-3	$379.13 per week	87/10/27
Ms. Wendy Lockhart	Community Centre Supervisor (temporary)	Culture and Recreation	replacing Mr. J. Morgan - off sick	K-2	$36,575.24 per annum	87/12/14
Mr. Donald MacEwan	Program Organizer (temporary)	Culture and Recreation	replacing Mr. J. Martin - off sick	A-7	$449.07 per week	87/12/14
Mr. Bradley McCoy	By-Law Enforcement Supervisor (temporary)	Traffic	replacing Mr. A. Adams - promoted	N-2	$29,155.36 per annum	87/12/09
Miss Karen Neske	Training Assistant (temporary)	Human Resources Centre	replacing Mrs. L. Caminiti - maternity leave	O	$29,573.44 per annum	87/11/02
Mrs. Susie O'Hoski	Records & Information Assistant (temporary)	Human Resources Centre	replacing Mrs. R. Belliveau - maternity leave	P	$24,348.48 per annum	87/11/02
Mr. Ed Pavao	Unit Supervisor (temporary)	Culture and Recreation	replacing Mr. L. Cowles - off injured	11C	$30,145.96 per annum	87/12/14

Prepared 1987 December 22

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO TEMPORARY POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Scott Plante	Foreman II-Forestry (temporary)	Public Works	replacing Mr. C. Keenan - off sick	12C	$27,862.12 per annum	87/12/18
Mr. Paul Plummer	Program Organizer (temporary)	Culture and Recreation	replacing Ms. Cora Lee Secore - promoted	A-7	$449.07 per week	87/12/14
Ms. Shari Pouliot	Program Organizer (temporary)	Culture and Recreation	replacing Mr. J. Martin - off sick	A-7	$449.07 per week	87/12/14
Mr. Robert Pyne	Foreman III (Districts) (temporary)	Public Works	replacing Mr. R. Guenther - promoted	13C	$26,767.00 per annum	87/11/17
Mr. William Robertson	By-Law Enforcement Manager (temporary)	Traffic	replacing Mr. W. Dans - off sick	M-2	$33,962.76 per annum	87/11/09
Ms. Cora Lee Secore	Special Services Co-ordinator (temporary)	Culture and Recreation	replacing Mrs. W. Lockhart - promoted	B-10	$580.15 per week	87/12/14
Miss Dale Smith	Human Resources Clerk (temporary)	Human Resources Centre	temporary additional staff	Q	$21,631.48 per annum	87/11/09

Prepared 1987 December 22

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM TEMPORARY POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE

NO TERMINATIONS FROM TEMPORARY POSITIONS TO REPORT AT THIS TIME

Prepared 1987 December 22

5(a)

FOR INFORMATION

FROM Cheryl A. Lowe
Commissioner, Human Resources Centre
for the City/Region

DATE 1988 January 6

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Employee Assistance Program Agreement between The Corporation of the City of Hamilton and Family Services of Hamilton-Wentworth, Incorporated for the period September 1, 1987, through August 31, 1988.

BACKGROUND

Attached

Cheryl Lowe

EMPLOYEE ASSISTANCE PROGRAM

AGREEMENT

This agreement made this 11th day of November , 1987.

Between:

THE CORPORATION OF THE CITY OF HAMILTON

(hereinafter referred to as "the Employer")

and

FAMILY SERVICES OF HAMILTON-WENTWORTH, INCORPORATED

(hereinafter referred to as "the Agency")

SEPTEMBER 1, 1987 through AUGUST 31, 1988

1. EMPLOYER RESPONSIBILITY

The Employer agrees to:

(a) provide personnel, approved by the General Employee Assistance Committee of the Corporation of the City of Hamilton, for the purpose of providing a Joint Advisory Committee; Terms of Reference for the Joint Advisory Commitee are attached to this agreement;

(b) provide adequate opportunity and assistance in the orientation of the Co-ordinator to the Employer's organization, personnel policies, and other relevant information. Employee Assistance Program Policy and the Implementation Procedures are attached to this agreement;

(c) provide opportunities for the Employee Assistance Co-ordinator to conduct sufficient employee in-service sessions to ensure that personnel are familiar with and understand the services available, their objective and how to access the services;

(d) provide promotional literature for employees;

(e) remit to Family Services of Hamilton-Wentworth Incorporated during the term of this agreement, $4,622.66 per month as long as services are being provided to the Employer. Any adjustment for failure to supply services, will be on pro rated basis, taking into account any fixed costs.

2. AGENCY RESPONSIBILITY

The Agency agrees to:

(a) provide those services described under the "Terms of Reference Co-ordinator" as attached to this agreement;

(b) provide a full time (a minimum of 35 hours per week, inclusive of rest periods, (52 weeks per year) professional Co-ordinator to perform the services agreed upon by the parties; the precise hours to be agreed upon from time to time, and must be satisfactory to the Employer;

(c) provide office space (including furniture, telephone service and supplies) for the Co-ordinator and clients at Suite 209, First Place, 350 King Street East, Hamilton, Ontario, or such other location as may be acceptable to the Employer;

(d) provide an answering machine to take messages and requests for service in the absence of the Co-ordinator, such apparatus to be of a sophisticated nature in order to protect privacy and confidentiality;

(e) provide non-confidential data to the Joint Advisory Committee as required for the Committee to be aware of the number of clients, types of service utilized, and problem areas being encountered;

(f) provide a representative for the Joint Advisory Committee;

(g) have the professional Co-ordinator, who shall be an employee of the Agency, accountable to the Executive Director of the Agency, directly or through his delegate;

(h) provide coverage and an alternative Co-ordinator should the regular Co-ordinator not be available for any reason.

3. EMPLOYER AND AGENCY RESPONSIBILITY

The Employer and the Agency both agree that:

(a) all records, files and information collected by the Co-ordinator will be the exclusive property of the Agency;

(b) data will be conveyed to the Joint Advisory Committee in form and content acceptable to the Committee, except that data which can be deemed as strictly confidential by the parties;

(c) confidential client information will be released only to the Manager of Personnel Services and then only upon the written, informed consent of the client; the Agency's policy on client privacy and confidentiality will provide the terms of reference in this regard and also in any evaluation involving clients;

(d) summary evaluation of the Employee Assistance Program and the discussion toward the renewal of this agreement will commence no later than June 1, 1988. Three months notice shall be given by either party of its intention to discontinue or substantially modify the agreement.

4. SUPERVISORY RESPONSIBILITY AND CO-ORDINATOR ACCOUNTABILITY

Responsibility for evaluation of the Co-ordinator's job performance reside solely with the Agency; however, the input of the Joint Advisory Committee will be sought by the Agency and taken into account. The Agency will have line authority of the Co-ordinator and the Joint Advisory Committee will exercise functional authority.

5. DURATION

This agreement shall remain in force and effect from and including the 1st day of September, 1987 until the 31st day of August, 1988.

FOR:

The Corporation of the City of Hamilton	Family Services of Hamilton-Wentworth, Incorporated
Mayor	
City Clerk	

CORPORATION OF THE CITY OF HAMILTON

EMPLOYEE ASSISTANCE PROGRAM POLICY

The Corporation of the City of Hamilton and its Local Boards recognize that workers can have life-style problems, which can affect their performance in the work-place.

The employer and the unions commit themselves to helping these employees (and where appropriate their families) in the hope that troubled employees will be encouraged to accept assistance on a voluntary basis.

However, based on poor job performance and/or attendance, as noted by a supervisor, a union representative or a fellow worker, mandatory referral may be arranged with the assistance of a counselling service. This Agency will make initial assessment and, where necessary, refer the employee to an appropriate treatment source.

A commitment will be required from the person seeking help that he/she will co-operate in the program to completion of treatment or follow-up.

Any health problem generated by conditions in an employees personal life, or generated by his/her life style, which interferes with his or her work performance, will be treated as an illness and, as such, will be open to the same benefits as any illness provided that the absence is under the conditions of the program.

The program will be co-ordinated through the Joint Advisory Committee. A counselling Agency shall be retained to have personal and confidential contact with program users.

This counselling service will report its accomplishments regularly to the Joint Advisory Committee. Members of this committee will be made known in the work-place so they may act as a line of communication between employees and the counselling source.

An employee's job security or advancement opportunities will not be adversely affected by their seeking the benefit of this program.

TERMS OF REFERENCE

JOINT ADVISORY COMMITTEE
(Employee Assistance Program)

A group of Labour and Management Representatives formed to assist and critique the program, by

(a) Acting as a referral agent

(b) Arranging general meetings with all groups to discuss changes in general policy, and suggested changes to the program gathered from the various groups

(c) Overseeing and monitoring the service provided

(d) Determining what reports and information they wish to receive from the Agency

(e) Giving direction to the Agency on matters pertaining to the program

TERMS OF REFERENCE

CO-ORDINATOR
(Employee Assistance Program)

(a) Provide a counselling service to all employees at an off-site office with varying hours. Such service to include, psycho-social assessment, information, referral, short term (up to 8 sessions) counselling, consultative and any other appropriate service as mutually agreed upon by the Employer and the Agency.

(b) Prepare an orientation and education plan.

(c) Arrange orientation and educational sessions with all staff.

(d) Train Joint Advisory Committee members, and other appropriate personnel, in the art of referral.

(e) Attend meetings of the various committees as required.

(f) Submit reports on progress of program to the Joint Advisory Committee.

The Co-ordinator shall provide all services listed above and any contained in the Job Description attached hereto.

EMPLOYEE ASSISTANCE PROGRAM

IMPLEMENTATION

PROCEDURES

1. The Employer will enter into a contract with a service Agency to provide an "off-site Co-ordinator".

2. The Co-ordinator will prepare an orientation and educational plan for employees in consultation with the Joint Advisory Committee.

3. The Co-ordinator will arrange to have all members of the Joint Advisory Committee and other appropriate personnel, trained in the art of referral.

4. Voluntary referrals may be made with or without consultation of Personnel Department Staff of the Employer. However, if the employee must have time off work, the Personnel Department and the Supervisor of the Employer must be informed. Medical certification will not be required for such absences if the employee is participating in an active treatment program as described in the policy and recommended by the Co-ordinator.

5. Formal referrals must be made in consultation with the Manager of Personnel Services of the Employer.

6. A master list of employees, to be used on a confidential basis for initial identification purposes only, shall be provided to the Co-ordinator, as required.

7. General Meetings will be held as required.

JOB DESCRIPTION

EMPLOYEE ASSISTANCE PROGRAM CO-ORDINATOR

GENERAL

In general, the Employee Assistance Program (E.A.P.) Co-ordinator, under the supervision of the Executive Director of the Agency, will fulfill the duties, tasks and functions of the position at such times and places as called for in the contract established between the Agency and the purchaser of the Employee Assistance Program.

SPECIFIC DUTIES

(subject only to the express terms of the Agency's contract with the employer):

1. Provide information and referral service to employees as appropriate.

2. Perform assessment, with or without referral, of employees as appropriate.

3. Provide short term counselling to employees as appropriate.

4. Provide consultation and training as to effective referral skills to foremen, supervisors, managers, union stewards, and the Joint Advisory Committee.

5. Provide for and/or provide preventive programs as appropriate and when feasible.

6. Maintain liaison and close collaboration with relevant personnel within the employee's system, e.g., personnel department, union officers, medical department or any other party that may wish to refer a troubled employee to the service.

7. Attend supervision sessions with the Manager of Contract Services on a regularly scheduled basis.

8. Attend E.A.P. team meetings for the purpose of peer consultation on a regularly scheduled basis.

9. Attend Family Services Social Worker staff meetings.

10. Keep accurate records required by the Joint Advisory Committee and utilize the case recording and service information system of Family Services.

11. Assure the confidentiality of case files and the information therein.

12. Attend Management/Employee Joint Advisory Committee meetings for the purpose of reporting service activity and trends, tabling of recommendations as to E.A.P. policy and program, and to receive policy guidelines for promotion, development, operation and evaluation of the E.A.P.

13. Perform such duties as may from time to time be assigned, or as are described in the contract.

5 (b)

FOR INFORMATION

FROM Cheryl A. Lowe
Commissioner, Human Resources Centre
for the City/Region

DATE 1988 January 6

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Training Package

BACKGROUND

Attached

Cheryl Lowe

Human
Resources
Centre

M E M O R A N D U M

TO: Regional, City and Area Municipality Chief Administrative Officers
All Regional, City and Area Municipality Department Heads
(Distribution List Attached)

FROM: Raffaella Cowell
Supervisor, Training and Development

Raffaella Cowell

DATE: 1987 December 21

RE: 1988 In-House Seminars

Outlined in the attached listing are in-house seminars that have been scheduled for presentation in 1988. Please review the attached course descriptions and share the information with all your supervisors in order that employees may be scheduled in the appropriate seminars.

In order to ensure full attendance and avoid possible cancellation of seminars, please register no later than January 29/88, especially for those seminars scheduled for the first half of the year.

Reservations can be made by contacting Karen Neske or Liane Bergamaschi at 526-2638 on a first come, first served basis. I would ask that you ensure that the employee attends. Confirmation letters will be mailed approximately 3 week prior to the seminar stating start times and location.

You will note that the 1988 schedule has two new seminars to fill identified training needs -- Knowing Your Collective Agreement, and, Harassment in the Workplace. I trust you will find them informative and interesting. Please also note there's been a change of seminar titles to some of the existing seminars to more accurately reflect course content.

Program development and classroom training is based on needs analysis and on consultation with departments throughout the City and Region. It is important that all departments address their training needs on an ongoing basis. It is also essential

continued . . . . . .

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH AND THE CORPORATION OF THE CITY OF HAMILTON
25 Main Street West, P.O. Box 40, Station "A", Hamilton, Ontario L8N 3A2
(416) 526-4103/4555

that proper follow-up take place at the department level to emphasize practice of the skills learned in the classroom. If I can be of assistance to you in identifying your training needs, please feel free to contact me.

Should you have any questions regarding specific programs, please call me at 526-2634.

RC/kn
attach.

D I S T R I B U T I O N L I S T

REGIONAL DEPARTMENT HEADS

W.M. Carson
Chief Administrative Officer

M. Schuster
Commissioner, Social Services

Dr. A.I. Cunningham
Medical Officer of Health

P. Noe Johnson
Regional Clerk

G. Lawson
Commissioner of Finance

J. Leach
Commissioner of Engineering

R. Plant
Regional Solicitor

H. Schweinbenz
Commissioner of Transportation

J. Thoms
Commissioner, Planning/Develop.

P. Ainsworth
Manager, Airport

S. Ghanem
Director of Economic Develop.

I. Calbick
Chief Librarian, Regional Library

A. Paterson
Director of R.B.G.

B. Pinto
D.A.R.T.S.

Inspector G. Saltmarsh
Ham-Went Regional Police

B. Vandebrug
Hamilton Conservation Authority

J. Evans
Administrator, Wentworth Lodge

B. Malloy
Administrator, Macassa Lodge

C. Lowe, Human Resources

CITY DEPARTMENT HEADS

L. Sage
Chief Administrative Officer

Mayor R. Morrow
City Hall

T. Burrows
Director, Hamilton Place

P. Baker
General Manager, Parking Authority

R. Martyniuk
Manager, Architectural Division

E. Kowalski
Director, Community Development

P. Kuppe
Commissioner, Building

M. Main
Director, Traffic Services

E. Matthews
City Treasurer

J. Pavelka
Director, Public Works

W. Penfold
Director, Convention Centre

P. Eker
Acting City Solicitor

Chief L. Saltmarsh
Fire Chief

A. Schimmel
Director, Culture & Recreation

E. Simpson
City Clerk

D. Vyce
Director, Property

B. Conacher
Managing Director, H.E.C.F.I.

AREA MUNICIPALITIES

C. Demaray	Town of Dundas
R. Morrow	Town of Ancaster
C. Switzer	Township of Glanbrook
R. Waters	City of Stoney Creek
G. Taylor	Township of Flamborough

1988 IN-HOUSE SEMINARS

1. ADMINISTRATIVE TIME & STRESS MANAGEMENT (2 day program) Max. 20 employees

The program is designed for employees other than those holding supervisory or managerial positions. Usually these are administrative employees who carry a heavy work load. The program objective is to expose participants to the principles of time and stress management and to provide them with skills and strategies. Through various teaching techniques, participants will learn both physical and psychological skills in identifying and managing stress in their life. Participants will develop an appreciation of the issues that impact on time, including the identification of time wasters and how to deal with them.

Dates:	March 15, 16	Sept. 13, 14
	April 26, 27	Oct. 18, 19
	May 31, June 1	

2. CONFLICT RESOLUTION (2 day program) Max. 20 employees

This program is designed for managerial employees who must frequently manage conflict situations. Skills developed in the program include: analyzing sources of conflict, selecting an appropriate conflict style, maintaining emotional control, negotiating effectively, and communicating in conflict situations. Case situations include conflict with other managers, conflict with subordinates, and interdepartmental conflict.

Dates:	March 17, 18	Sept. 29, 30
	May 4, 5	Nov. 10, 11

3. DEALING WITH THE PUBLIC (1 day program) Max. 20 employees
(previously called Public Relations)

This program is for all employees who have daily contact with the public. Content will deal with understanding the nature of the taxpayer and their needs. The course will emphasize the communciation skills in person and on the telephone, and will review several techniques for portraying a positive image. The program includes problem-solving skills and handling the emotional impact.

Dates:	May 16	Sept. 12
	June 8	Oct. 6
	June 27	Nov. 14

4. EFFECTIVE MANAGEMENT SKILLS (2 day program) Max. 20 employees

This program is for all administrative supervisors, middle and upper level managers. It has been designed to provide skills in motivating employees through active listening, crediting, building and problem-solving. Through the use of lectures, audio tapes, films, case studies and role plays, participants are exposed to the skills noted above and the positive results from using these motivational techniques on a regular basis.

Dates:	March 8, 9	Sept. 7, 8
	April 12, 13	
	May 9, 10	

5. EFFECTIVE MEETINGS (1 day program) Max. 20 employees

Designed for those who regularly chair or attend meetings, this program will develop participants' skills to improve their efficiency and effectiveness at meetings. This course will focus on the following: types, problems and advantages of meetings; when to hold a meeting; setting the agenda; beginning, conducting and concluding a meeting; encouraging participation; maintaining control; and follow-up.

Dates:	May 20	Sept. 26
	June 30	Nov. 3

6. EFFECTIVE SPEAKING (5, 1/2 day sessions) 1:00 - 4:30 Max. 20 employees

For those employees who are required to address various groups as part of their regular job responsibilities. The program is designed to build confidence of employees who are required to make stand-up presentations before groups or committees. The course deals with proper introduction including various ways of introducing the subject, skill in addressing the body of the message and an examination of methods for closing.

Dates: May 12, 19, 26, June 2, 9
Oct. 13, 20, 27, Nov. 3, 10

7. FINANCIAL PLANNING I (1 day program) Max. 20 employees

Designed for employees with a yearly income up to $40,000, this course covers the basics of financial planning and will help you to answer the following questions to make the pieces of your financial puzzle fit:

- Do you have a financial game plan, a budget, an objective to shoot for?
- Are you aware of new rules for RRSP's, RRIF's, tax reform and the new Family Law Act?
- How are your estate plans, life insurance and will affected?
- Do you understand your group benefits and pension plan?
- Are your investment strategies and plans for retirement structured to offset inflation?

Employees are encouraged to bring their spouse to the workshop

Dates:	March 2	Sept. 15
	May 19	Nov. 30

8. FINANCIAL PLANNING II (1 day program) Max. 20 employees

Designed for employees who earn a yearly income of $40,000 and above, this course covers all of the questions outlined in Financial Planning I but focuses those topics on more in-depth investment and retirement strategies and complex financial issues.

Employees are encouraged to bring their spouse to the workshop

Dates:	April 20	Nov. 9
	June 16	

9. FUNDAMENTAL FUNCTIONS OF MANAGEMENT (2 day program) Max. 20 employees (previously called Administrative Skills)

Designed for first-line supervisors and middle level managerial employees to refine their skills as a manager. Topics include: the nature of management, the mission of the organization, goals and objectives, the planning process, organizing the use of resources, leading and motivating, and effective control. Management theory is reviewed in each subject area and participants are encouraged to develop their skills by the application of the theory to case studies in a government setting.

Dates: May 6, 13 Nov. 18, 25

10. GOAL SETTING AND MANAGING OBJECTIVES (2 day program) Max. 20 employees

This program is designed for middle and senior level managers and will provide a solid understanding of the process of setting goals and demonstrating how critical this process is to the efficient running of a department. Participants will learn how to set goals in light of current performance, learn how to negotiate with individuals for high performance, handle resistance to change and will be exposed to strategies for getting control and gaining commitment. This is a hands-on workshop and will build the confidence level of participants in terms of their ability to realistically set performance standards and move their employees to the successful accomplishment of those goals and objectives.

Dates: May 17, 18

11. HARASSMENT IN THE WORKPLACE (1 day program) Max. 20 employees

This workshop has been developed to familiarize employees with the organization's policy and procedures regarding harassment. Topics covered will include what constitutes harassment, current legislation on the subject, and guidelines to stop it.

Dates:	June 13	Sept. 1
		Oct. 12

12. INTERVIEWING SKILLS (2 day program) Max. 20 employees

This workshop is designed for all supervisory and managerial employees involved in the hiring process. The objective is to develop a clear model for recruiting, screening and selecting the best possible candidate. The course content will deal with selection strategy, interview preparations and techniques, followed by interpreting the data and following up the interview in the most effective manner. This course will also review current Employment Equity legislation pertaining to the hiring process.

Dates:	May 30, 31	Sept. 14, 15
	June 23, 24	Oct. 18, 19
		Nov. 7, 8

13. KNOWING YOUR COLLECTIVE BARGAINING AGREEMENT (1/2 day program) Max. 20 empl
9:00 a.m. - 12 noon

This program is for all supervisors/foremen and managerial employees who have C.U.P.E. Local 167 and Local 5 employees reporting to them. Topics covered will be collective agreement areas of short-term disability, long-term disability and grievances. Participants will become well acquainted with their respective collective agreements and the existing procedures to deal with the above-mentioned topics.

Dates:	March 14	C.U.P.E.	Local	167
	March 25	"	"	"
	April 6	"	"	"
	April 28	"	"	"
	May 9	"	"	"
	May 27	"	"	"
	Oct. 5	C.U.P.E.	Local	5 - City
	Oct. 21	"	"	" - Region
	Nov. 14	"	"	" - Region
	Nov. 24	"	"	" - City

14. MANAGERIAL LEADERSHIP (2 day program) Max. 20 employees
(previously called Situational Leadership)

This program is designed for middle and senior level managers. The primary objective is to assist managers in their ability to influence employees to high performance standards. This will result in a flexible leadership style that will result in the best possible performance of employees. Use of lectures, films, case studies, role playing, exposure to the details of a leadership model, and the opportunity for skill practice to build employee confidence will be emphasized. The course will provide a detailed look at leadership styles, maturity levels and power bases.

Dates:	March 30, 31	Oct. 24, 25
	May 25, 26	
	June 28, 29	

15. PRE-RETIREMENT PLANNING (2 day program) Max. 20 employees

This program is offered to our employees to assist in their preparation for retirement. The program will involve discussions regarding the typical areas of health, finance, legal considerations and leisure time. The program is presented by several different resource speakers and will assist in building the confidence of the employees in providing for an enriching and satisfying retirement.

Employees are encouraged to bring their spouse to the workshop

Dates:	April 21, 22	Sept. 22, 23
	June 6, 7	Nov. 1, 2

16. PRESENTATION SKILLS (1 day program) Max. 20 employees

This seminar has been developed as a result of a need to improve the skill levels of employees who make presentations to committees, other departments, etc. The workshop will deal with the importance of preparation and research, the purpose of the presentation and also the results expected. The program will deal with the format of the delivery in order to make the most effective presentation, including verbal delivery, the use of visual aids and dealing with questions.

Dates:	March 11	Oct. 31
	April 18	

17. PROBLEM SOLVING AND COACHING (2 day program) Max. 20 employees
(previously called Problem Solving)

This program is designed for managers, professionals and technical personnel who are involved in problem solving activities on a regular basis. Whether the task is accomplished alone or in a group, this two day series will equip the participant with the confidence and the tools to be able to sort out difficult or new situations and to prepare the best possible solutions. The subject material deals initially with how we think, and how that can restrict, even block, good problem solving. Participants will be shown a variety of specific techniques and strategies which will increase the chances of getting an action plan that will be effective. Participants will learn how to develop a "team spirit" and how to facilitate problem solving sessions to obtain a concensus and get the best ideas and solutions from the people that are involved.

Dates: March 3, 10 Oct. 13, 20
April 7, 14

18. REPORT WRITING (3 day program) Max. 20 employees
(previously 6, 1/2 day sessions)

This program is designed for those employees involved in preparation of letters and reports. Participants will develop skill in the use of various techniques in writing letters and reports. Grammar, style, logic and format will be covered through these sessions using our own correspondence and reports as a base for improving skills.

Dates: March 21, 22, 23 Oct. 26, 27, 28

19. SPEED READING (5, 1/2 day sessions) 9:00 - 12 noon Max. 20 employees

This program is designed to assist employees who are required to read large volumes of material. From previous programs, we find that there are long term results in improving speed and better reading comprehension. Several different techniques are used to develop the skill levels of the employee in order to achieve the best possible results.

Dates: April 5, 12, 19, 25, May 3
Sept. 13, 20, 27, Oct. 4, 11

20. STRESS MANAGEMENT FOR MANAGERS (2 day program) Max. 20 employees

This program is for all members of management. It was designed to create awareness of stress including a realistic definition and to develop skills in dealing with stress in every day work situations. Through various teaching techniques, participants will develop both physical and psychological skills in identifying and managing stress in their life.

Dates: May 10, 11 Sept. 20, 21
June 14, 15 Nov. 15, 16

21. SUPERVISORY SKILLS FOR FOREMEN (2 day program) Max. 20 employees (previously called Supervisory Skills)

Designed for all first-line foremen. The program will expose participants to many aspects of supervisory functions and will relate the material to their own work environment. This program will focus on the following: the role of the foreman as supervisor; methods of motivating employees; leadership as it relates to the foreman's responsibilities; alternating leadership styles according to the needs of the situation; communication skills such as effective listening, giving helpful feedback and developing a supportive climate; improving goal setting and developing specific plans and commitments.

Dates: May 24, 25 Nov. 16, 23

22. TIME MANAGEMENT FOR MANAGERS (2 day program) Max. 20 employees

This program is for all members of management. The program was designed to create awareness that time is a resource to be used effectively. Participants will be exposed to several techniques to improve their efficient use of time. Participants will develop an appreciation of the issues that impact on time including the identification of time wasters and ways of dealing with them. This will be accomplished through lectures, visual aids, group discussions and case studies. Participants will leave the workshop with a personal plan for improving their use of time.

Dates: Feb. 23, 24
May 17, 18
June 21, 22

PROGRAMS IN DEVELOPMENT

a) A seminar on Performance Management and Performance Appraisal is being tentatively scheduled for pilot presentation in the fall of 1988.

b) A series of computer courses are being planned for 1988. Notification of courses and dates will be distributed at a later date.

THE CORPORATION OF THE CITY OF HAMILTON
City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

1988 February 12

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1988 February 17
9:00 o'clock a.m.
Room 233, City Hall

E. A. Simpson, Secretary,
Personnel Committee.

EAS/gk

AGENDA

1. Minutes of meeting held:

   (a) Wednesday, 1988 January 6
   (b) Tuesday, 1988 January 12

2. HUMAN RESOURCES CENTRE

   (a) Reclassification of the following positions in the Streets and Sanitation Division, Department of Public Works

      (i) Manager of Streets and Sanitation

      (ii) Superintendent, Streets and Sanitation

      (iii) Assistant Superintendent, Streets and Sanitation

   (b) Appointments and Terminations with The Corporation of the City of Hamilton to 1988 February 4

   (c) Re-organization - City Solicitor's Department (copy to follow)

not received as of June 1/88

3. **City Solicitor's Department**

   (a) Payment of Accounts:

      (i) Ross & McBride
      (ii) McCarthy & McCarthy

4. OTHER ITEMS

   (a) City Treasurer - Release of Holdback

   (b) Manager of Purchasing:

      (i) Fire Department Fatigue Clothing, 1988

      (ii) Fire Department Uniform Clothing, 1988

   (c) Library Board - Job Evaluation/Pay Equity Programme

5. INFORMATION ITEM

   (a) Group Life Insurance for Staff and Members of City Council

1 (a)

Wednesday, 1988 January 6
9:00 o'clock a.m.
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman M. Kiss, Chairperson
Alderman R. Wheeler, Vice-Chairman
Mayor R. M. Morrow
Alderman W. McCulloch
Alderman B. Hinkley
Alderman D. Christopherson
Alderman J. Smith
Alderman H. Merling
Alderman D. Ross

Also present: Mrs. C. Lowe, Commissioner of Human Resources
Mrs. D. Jones, Manager of Personnel Services
Mr. J. Johnston, Manager of Labour Relations
Chief L. G. Saltmarsh, Fire Department
E. A. Simpson, Secretary

The minutes of the meeting held Wednesday, 1987 November 18 were taken as read and approved.

88-1
Improving benefits for members of City Council

The question was raised on the recommendation of the Committee that had been referred back by City Council at its last meeting dealing with improving the benefits for the members of City Council not being on the agenda. The Secretary explained to the Committee that it was covered under Item 4 (a) (ii) (Citizens' Review Committee Recommendations). Notwithstanding, the Committee agreed that it be shown as a separate item on the agenda. It was therefore added as 4 (a) (iii), and dealt with immediately. Following discussion on the topic it was agreed by the Committee to take no further action on the issue.

88-2
Appointing of Citizens' Review Panel

A lengthy discussion ensued on Clause (c), as set out on page 6 of the Report of the Salary Review Panel which was adopted by City Council on October 28, 1986; the Committee zeroing in on that portion of the clause that deals with the appointing of a Citizens' Review Panel in the month of January. At the conclusion of the discussion the following motion put by Alderman Christopherson was **Carried** by a recorded vote:

> "That this Committee recommend that a Review Panel be set up."
>
> Yeas: Aldermen Kiss, Wheeler, Smith, Hinkley, Christopherson
>
> Nays: Mayor Morrow; Aldermen Ross, McCulloch, Merling

Alderman Christopherson further moved that an invitation be extended to the original panel to meet with the Committee, and to ask if they would serve as the Review Panel and if they refuse, they be asked for their suggestion. This motion was defeated.

88-3
Motion by Alderman Hinkley re representatives to sit on Panel

On a motion by Alderman Hinkley the Committee agreed that the panel consist of a representative each of the Hamilton and District Chamber of Commerce, the Hamilton and District Labour Council and McMaster University. These organizations to be requested to appoint their representative.

88-4
Report requested from Human Resources Centre re life insurance

On the recommendation of His Worship the Mayor the Committee agreed to request a full report from the Human Resources Centre on the life insurance available to staff and members of Council.

88-5
Question of salaries of elected representatives to be discussed with Association of Municipalities of Ontario

The Secretary requested direction from the Committee as to whether they still wished for him to arrange to have the Chairman of the Large Urban Section of the Association of Municipalities of Ontario come to a meeting of the Committee to discuss the proposal that a Salary Commission be set up to deal with salaries of all elected representatives throughout the Province. The Committee requested the Secretary to continue to endeavour to make these arrangements.

88-6
Increase in remuneration paid to members of City Council

The Committee approved for re-submission to Council the recommendation as set out in a report dated 1988 January 6 from the Commissioner of Human Resources to increase the remuneration paid to the members of City Council by 4.2%, effective December 1, 1987.

88-7
Parking facilities at John Street Fire Station

A letter dated November 21, 1987, was received from the Secretary of the Hamilton Professional Fire Fighters' Association, requesting a meeting with the Committee to discuss parking facilities at the John Street Fire Station. Chief Saltmarsh explained to the Committee that the Association and the Department were negotiating with the new owners of property that has been used by the members of the Department for parking for the right to continue that privilege. On the strength of this information, the Committee agreed that this letter be received.

88-8
Payment of account - Mr. Stanley Simpson who represented Fire Fighter Richard Holmes

The Committee approved for recommendation to City Council payment of the following accounts:

(a) Mr. Stanley Simpson, Solicitor, in the amount of $910.00 for services rendered in representing Fire Fighter Richard Holmes, who was charged as the result of a traffic accident while on duty.

Note: The charge has been dismissed.

88-9
Payment of account - Ross & McBride for representing Hamilton Fire Prevention Bureau

(b) Ross & McBride, Barristers & Solicitors, in the amount of $2,955.50 for services rendered in representing the Hamilton Fire Prevention Bureau in Court proceedings resulting from enforcement orders issued under The Fire Marshal's Act for 118 Broadway Avenue owned by Mr. Edward Gringhuis. This is an interim account.

Note: As the Department was successful in these Court proceedings and was awarded costs, the City will be reimbursed for a portion of this account.

88-10
Policy on hiring of relatives

The Committee approved of the recommended policy on hiring of relatives, as set out in a report dated 1988 January 6 from the Commissioner of Human Resources, which policy reads as follows:

> "That an applicant for employment will not be hired, transferred or promoted to a position which would place such applicant in a direct supervisory/subordinate reporting relationship with a spouse, child or parent of the applicant, or in a compromising position with the spouse, child or parent in financial or administrative matters. Similar provisions will apply where employees become related while in the service of the City."

The Committee approved for recommendation to City Council Appointments and Terminations in permanent and temporary service with The Corporation of the City of Hamilton to 1987 December 22.

88-11
Appointments and Terminations

The Committee concurred with and agreed to forward on to the Non-Profit Housing Corporation the placing of the the position of General Manager of Non-Profit Housing in Non-Union pay range "J", $41,486.64 to $48,906.00 per annum (1987); $43,145.96 to $50,862.24 per annum (1988). The recommendation that came from the Commissioner of Human Resources also recommended that the incumbent be placed at the maximum of the range, and that it be made retroactive to March 2, 1987.

88-12
Position of General Manager, Non-Profit Housing to be placed in maximum of range

The following items were forwarded to the Committee for information only:

(1) Employee Assistance Program Agreement between The Corporation of the City of Hamilton and Family Services of Hamilton-Wentworth, Inc., for the period September 1, 1987 to August 31, 1988.

88-13
Agreement - Employee Assistance Program

(2) Training Package.

88-14
Training Package

The Committee agreed to table the Budget of the City Solicitor's Department, and to consider it at a Special Meeting of the Committee to be called for Tuesday, January 12, 1988, at 6:00 o'clock p.m. This action was taken owing to the fact that Mr. Rouff has been absent through illness and has just returned to work, and had no input in the preparation of his Budget, and therefore would not be familiar enough with it to answer any questions that may be put by the Committee.

88-15
Budget of City Solicitor's Dept. - Tabled

The Committee reviewed the Budget for the City's portion of the Human Resources Centre. This being the first Budget since the amalgamation of the Human Resources Departments of the Region and the City, the format used for the Budget was most difficult for the members of the Committee to follow. The Committee reviewed the various accounts, and reduced the Advertising Account by $5,000.

88-16
Review of Budget for City's portion of Human Resources Centre

The Personnel Budget was up by 16.4%; 12% of this is because of the need to hire additional staff to implement the "equal pay" program as has been legislated by the Provincial Government. In light of that the Committee agreed that a letter be sent to the Ontario Municipal Association, with copies to local M.P.P.'s, requesting that they approach the Provincial Government to bear the additional cost that this legislation is imposing on municipalities; which in Hamilton's case is $150,000 in this year's Budget for additional staff. With this reduction the Budget was approved.

88-17
Ontario Municipal Association to be requested to bear additional cost for "equal pay"

The Committee then reviewed the Budget of the Hamilton Fire Department. The estimate is up 8.2% over the 1987 estimate. Most of this can be attributed to the new Fire Station at Limeridge Road and Upper Ottawa Street. In reviewing various items, the Committee reduced the Battery Account by $90.00.

88-18
Hamilton Fire Dept. Budget up over 1987 Estimate

The meeting then adjourned.

Taken as read and approved.

ALDERMAN M. KISS, CHAIRPERSON

E. A. SIMPSON, SECRETARY

Typed by G. Kerr.

1 (b)

Tuesday, 1988 January 12
6:00 o'clock p.m.
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman M. Kiss, Chairperson
Alderman R. Wheeler, Vice-Chairman
Mayor R. M. Morrow
Alderman W. McCulloch
Alderman B. Hinkley
Alderman D. Christopherson
Alderman J. Smith
Alderman H. Merling
Alderman D. Ross

Also present: Mr. L. Sage, Chief Administrative Officer
Mr. K. Rouff, City Solicitor
Mr. E. Matthews, City Teasurer
E. A. Simpson, Secretary

88-19
Consideration of City Solicitor's Department Budget

This was a Special Meeting called to review the City Solicitor's Budget. A new Letter of Transmittal, as prepared by Mr. Rouff, was distributed to the Committee. In this letter Mr. Rouff pointed out that the work performed by the firm of Ross, McBride is estimated to be between $90,000 and $100,000, and this amount has not been included in his 1988 Estimates.

88-20
Decision to deal with Budget at a future meeting

In connection with the proposed re-organization of his Department, initiated by Mr. P. Eker, Mr. Rouff recommended additional increases in salaries to various solicitors which would amount to approximately $90,237.00. Because the members of the Committee had not had an opportunity of considering the matters contained in his letter, and also in light of the fact that the Region has not as yet made a decision with respect to providing litigation services, the Committee agreed to hold the Budget in abeyance to be considered at a future meeting.

The meeting then adjourned.

Taken as read and approved.

ALDERMAN M. KISS, CHAIRPERSON

E. A. SIMPSON, SECRETARY

Typed by G. Kerr.

2(a)

FOR ACTION

FROM Commissioner, Human Resources Centre DATE February 17, 1988

TO Personnel Committee

SUBJECT

Streets and Sanitation Division, Public Works: Formal evaluation of the additional responsibilities of Sanitation.

RECOMMENDATION

That the following positions be reclassified in recognition of the increased responsibilities of Sanitation effective March 10, 1987, the date upon which Council reassigned these responsibilities.

Manager, Streets and Sanitation. From F to E Salary Range
- 1988 Range - $58,144.32 to $68,468.40.

Superintendent, Streets and Sanitation. From I to H Salary Range
- 1988 Range - $46,841.60 to $55,209.44.

Assistant Superintendent, Streets and Sanitation. From K to J Salary Range.
- 1988 Range - $43,145.96 to $50,862.24.

BACKGROUND

Revised job descriptions were recently submitted reflecting the additional responsibilities of Sanitation for the above three positions. The descriptions were rated by the City's Evaluation Committee. The above recommendation reflects the evaluation of the committee.

2(b)

FOR ACTION

FROM Cheryl A. Lowe
Commissioner of Human Resources
for the City/Region

DATE 1988 February 17

TO Personnel Committee

Refer To File No. C-004-88

Attention Of

Your File No.

SUBJECT

Appointments to and Terminations from both permanent and temporary positions with the Corporation to February 4, 1988.

RECOMMENDATION

as attached

Cheryl Lowe

BACKGROUND

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Robert Anderson	Systems Analyst	Treasury	additional staff as approved	A-18	$46862.92 per annum	88/01/25
Ms. Ellen Arcas	Typist Clerk II	Treasury	replacing Ms. D. Thrasher - promoted	E-2	$326.45 per week	88/01/21
Ms. Joanne Davy	Booking Co-ordinator/ Secretary	H.E.C.F.I.	new position	7	$19892.60 per annum	88/01/04
Mr. Alan Dore	Maintenance Foreman/ Woman - Parks	Public Works	replacing Mr. C. Firth-Eagland - promoted	13C	$26,767.00 per annum	87/12/21
Mrs. Karen Dowhan	Sales Executive	Convention Centre Division of H.E.C.F.I.	replacing Ms. Patsy Morgan - resigned	11	$25322.44 per annum	88/01/18
Mr. William Gerrior	Utilities Maintenance Operator	Central Utilities Plant Division of H.E.C.F.I.	replacing Mr. C. Capuano - promoted	M-15	$14.074 per hour	88/01/11
Ms. Monica German	Junior Inspection Clerk	Building	replacing Mr. W. Dupont - promoted	A-4	$406.44 per week	88/01/18
Ms. Diane Jackson	Cleaner	Dundurn Castle Division of Culture & Recreation	replacing Ms. Ann Rutherford - terminated	C-1D	$330.65 per week	88/02/01

Prepared 1988 February 04

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Robert Kalapos	Tree Climber	Parks Division of Public Works	replacing Mr. F. Liberatore - promoted	D-9	$11.915 per hour	87/12/14
Mr. James Krusto	Caretaker	Property Maintenance Division of Property	replacing Mr. R. Cracknell - resigned	B-2	$385.93 per week	88/01/14
Mr. Don Lougheed	Housekeeper	Dundurn Castle Division of Culture & Recreation	replacing Mrs. A. Wallace - retired	CH-4	$352.38 per week	88/02/01
Mrs. Diane McGuire	Stenographer I	City Clerk's	replacing Ms. J. Falla - promoted	E-5	$391.22 per week	88/01/18
Mr. Wayne Milmine	Tree Climber	Parks Division of Public Works	replacing Mr. S. Cowie - promoted	D-9	$11.915 per hour	87/12/14
Ms. Deanna Saville	Head Cashier	Convention Centre Division of H.E.C.F.I.	replacing Ms. M. Low - resigned	11	$24,348.48 per annum	87/12/29
Mr. Steve Teal	Counter Clerk	Building	replacing Ms. D. Minore - promoted	A-3	$379.13 per week	88/01/18
Mr. Robert Welsh	Senior Property Officer/ Appraiser	Real Estate Division of Property	replacing Mr. B. Robertson - resigned	A-15	$726.16 per week	87/12/30

Prepared 1988 February 04

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Mr. Fred Bogden	Director of Marketing	H.E.C.F.I.	resigned	2 years & 4 months	87/12/31
Mr. Robert Fotheringham, Jr.	Finance Officer	H.E.C.F.I.	resigned	6 years & 3 months	88/01/29
Mr. Jack Hutchison	Caretaker	Property Maintenance	retirement	18 years & 6 months	88/01/31
Mr. Onelio Maragno	By-Law Enforcement Constable	Traffic	retirement	7 years	88/02/12
Ms. Bonnie McLean	Program Organizer	Culture & Recreation	resigned	6 years & 10 months	88/01/04
Mr. John Morgan	Community Centre Supervisor	Culture & Recreation	deceased	23 years & 4 months	88/01/01
Mr. Roy Stewart	Equipment Mechanic I	Central Garage Division of Public Works	deceased	18 years & 8 months	88/01/22
Mr. Karoly Sulics	Garbageman	Public Works	retirement	32 years & 1 month	88/01/31

Prepared 1988 February 04

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO TEMPORARY POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. William Dupont	House Plan Examiner & Draftsman/Woman (temporary)	Building	replacing Mr. R. Doucet - promoted	A-8	$473.37 per week	88/01/18

Prepared 1988 February 04

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM TEMPORARY POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Ms. Christa Chambers	Typist Clerk II (temporary)	Traffic	temporary position completed	1 month	87/12/31
Mr. Paul Kelly	Traffic Serviceman II (temporary)	Traffic	temporary position completed	2 & 1/2 months	88/01/19

Prepared 1988 February 04

B (a)(1)

RECEIVED

MEMORANDUM • CITY OF HAMILTON

TO : Chairman and Members
Personnel Committee.
Attention: Mr. E. A. Simpson,
Secretary.

YOUR FILE: CITY CLERKS

FROM : K. A. Rouff,
City Solicitor.

OUR FILE : 400-2.27

SUBJECT : Payment of Ross and McBride Accounts - November & December 1987

DATE : 1988 January 28

Recommendation that the accounts of Ross and McBride, Barristers and Solicitors dated November 30, 1987 and December 31, 1987 in the amount of $10,074.50 and $32,073.00 respectively be paid.

These accounts represent the fees for Ross and McBride handling the City of Hamilton's litigation files for the months of November and December, 1987.

K. A. Rouff,
City Solicitor.

KAR:mk

c.c. Mr. E. C. Matthews,
City Treasurer.
Attention: Mr. I. R. Hammel
Manager of Budgets

Encl.

The Corporation of the
City of Hamilton
71 Main Street West
City Hall
Hamilton, Ontario
L8N 3T4

Recd. by [illegible]
88.01.14

IN ACCOUNT WITH

ROSS & McBRIDE

BARRISTERS & SOLICITORS

FIRST CITY TRUST TOWER
ONE JAMES STREET SOUTH

MAIL: P. O. BOX 907
HAMILTON, CANADA
L8N 3P6

TELEPHONE (416) 526-9800
TELECOPIER (416) 526-0732

December 31, 1987

File No. 99-46168

Please quote this file number when remitting.

RE: GENERAL 0325-0156

TO all matters herein since our last account, including meeting with Messrs. Eker and Sage to make our first report and to obtain further instructions; to being requested to close out as many files as possible prior to the Corporation's year end, December 31, 1987; to undertaking to do so, and to undertaking to make a report in respect to appropriate methodology in the handling of the files for the foreseeable period; to setting up an interior task force in respect to the Hamilton litigation files and to closing out as many files as possible and to preparing statements of status in respect to each file and to forwarding a set of same with our report to the City; to assuring that all files are now complete with respect to a Notice of Change of Solicitors and/or a reporting letter to the City indicating that the matter has been closed, and to reporting at length to the City and to all other matters covering the period.

SET UP
[illegible] 87

RECEIVED
JAN 14 1988
LEGAL DEPARTMENT
THE CORPORATION OF
THE CITY OF HAMILTON

OUR FEE		$ 32,000 0
Paid for photocopies	$ 59 00	
Paid for long distance calls	75	
Paid for courier	13 25	73 0
TOTAL FEES & DISBURSEMENTS		$ 32,073 0

ROSS & McBRIDE

Per: _____
William G. Charlton, Q.C.

WGC/nk

Corporation of the City of Hamilton
City Solicitor's Office
City Hall, 71 Main Street West
Hamilton, Ontario

MAIL: P. O. BOX 907
HAMILTON, CANADA
L8N 3P6

November 30, 1987

IN ACCOUNT WITH

ROSS & McBRIDE

BARRISTERS & SOLICITORS

FIRST CITY TRUST TOWER
ONE JAMES STREET SOUTH

TELEPHONE 526-9800
AREA CODE 416

RE: LEGAL FEES
CITY OF HAMILTON
LITIGATION PROJECT
PERIOD ENDING NOVEMBER 30, 1987

TO FEE for services ending
November 30, 1987 $ 10,074

ROSS & McBRIDE

Per: _____
William G. Charlton, Q.C.

WGC/nk

13 (a)(11)

MEMORANDUM • CITY OF HAMILTON

RECEIVED
JAN 28 1988
CITY CLERKS

TO : Chairman and Members
Personnel Committee.
Attention: Mr. E.A. Simpson,
Secretary.

YOUR FILE:

FROM : K. A. Rouff,
City Solicitor.

OUR FILE : 30-314.3
55-0.72
400-2.27

SUBJECT : Payment of McCarthy & McCarthy Account - November 1, 1987 to December 31, 1987 - Lax Expropriation

DATE : 1988 January 28

Enclosed herewith is Mr. I. Binnie's account for the period November 1, 1987 to December 31, 1987 inclusive, in the amount of $16,533.73, which I am recommending for your approval.

K. A. Rouff,
City Solicitor.

KAR:mk

c.c. Mr. E. C. Matthews,
City Treasurer.
Attention: Mr. I. R. Hammel,
Manager of Budgets.

Encl.

TELEPHONE
362-1812

P O BOX 48
TORONTO DOMINION BANK TOWER
TORONTO-DOMINION CENTRE
TORONTO, CANADA
M5K 1E6

Mr. Ken Rouff
City Solicitor
The Corporation of the City of Hamilton
City Hall
Hamilton, Ontario
L8N 3T4

36578030011

IN ACCOUNT WITH

McCARTHY & McCARTHY

January 20, 1988

RE: Lax Expropriation

TO OUR PROFESSIONAL SERVICES for the period November 1st, 1987 to December 31st, 1987 inclusive.

DATE	DESCRIPTION	DURATION
Nov. 16/87	Reviewing Carolyn Floroff's memo and Lax documents; letters to Farr and Beinhaker	3.5
Nov. 18/87	Discussions with C. Tzekas, C. Floroff re discoveries; continuing review of documents	1.6
Nov. 19/87	Reviewing C. Floroff memo et al. in preparation for tomorrow's meeting with IBI; calls to C. Tzekas re discoveries	1.7
Nov. 20/87	Attending meeting with P. Beinhaker and C. Floroff; tel. conv. C. Tzekas and rearranging discoveries	2.3
Nov. 25/87	Reviewing material and meeting Ernie Patton and C. Floroff re expert reports	1.5
Dec. 07/87	Reviewing Lax documents; tel. conv. Dan Vyce	3.8
Dec. 08/87	Meeting with Ernie Patton (IBI) and reviewing discovery documents	3.5
Dec. 10/87	Tel. conv. C. Floroff; discovery preparation	1.5
Dec. 11/87	Meeting in the morning with C. Floroff and in the afternoon continuing preparation for discoveries	7.5

Dec. 14/87	Engaged all day at discovery of Sheridan Lax and preparation in the evening	8.5
Dec. 15/87	Engaged all day in discovery of Sheridan Lax and in the evening preparation	9.5
Dec. 16/87	Continued discovery of Sheridan Lax	7.5
Dec. 17/87	Continued discovery of Samuel Lax	7.5
Dec. 18/87	Dictating Exhibit list and correspondence; reviewing and reorganizing documents; letter to OMB with reply	1.2
Dec. 21/87	Dictating letters and memo re Lax discoveries	1.3

OUR FEE: $ 16,224.00

DISBURSEMENTS:

L.D. calls:	$ 22.22
Photocopying:	$ 255.00
Lunches:	$ 30.82
Courier:	$ 1.69
	$ 309.73

TOTAL FEES AND DISBURSEMENTS: $ 16,533.73

THIS IS OUR ACCOUNT.

McCARTHY & McCARTHY

Per: Ian Binnie / [illegible]

Ian Binnie

WICB/jm

RECEIVED

FEB 9 1988

CITY CLERKS

4 (a)

FOR ACTION

REPORT TO: E. Simpson, Secretary
Personnel Committee

FROM: E. C. Matthews, Treasurer

DATE: February 9, 1988
COMM FILE:
DEPT FILE:

SUBJECT:

Release of Holdback.

RECOMMENDATION

That the total holdback in the amount of $75,059.53 be released to G. S. Wark Limited for the Substantial Performance of the contract P.O. 27225, for the supply of equipment, labour and material for the construction of Fire Station #5 at Limeridge Road and Upper Ottawa Street, pending receipt by the Treasury Department of the necessary release forms from the contractor and City Solicitor's Department.

FINANCIAL IMPLICATIONS *(IF NONE, STATE N/A)*

This contract was approved by Council on April 14, 1987, in the amount of $785,100.00. This project was substantially performed on November 25, 1987.

BACKGROUND

The 45-day lien period has expired and I am recommending release of the holdback at this time.

4 (b)(i)

FOR ACTION

CITY CLERKS

REPORT TO: MR. E. A. SIMPSON, SECRETARY
PERSONNEL COMMITTEE

FROM: MR. T. BRADLEY, MANAGER
PURCHASING

DATE: 1988 February 2
COMM FILE:
DEPT FILE:

SUBJECT: PURCHASE OF FIRE DEPARTMENT FATIGUE CLOTHING, 1988

RECOMMENDATION
That a purchase order be issued to J. P. Hammill & Son Ltd., Guelph for the supply and delivery of Fire Department Fatigue Clothing as and when required during 1988 in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest of four (4) tenders received. Funds provided in Uniforms, Clothing and Accessories Account #0341-0127.

T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)
See above RECOMMENDATION

BACKGROUND - Tender Analysis based on estimated usage

J. P. Hammill & Son Ltd., Guelph	$31,351.00
Work Wear Corporation of Canada, Toronto	34,630.55
R. Nicholls Distributors Inc., Mississauga	37,883.35
Starfield Safetywear Mfg. Co., Toronto	38,968.33

Prices include all applicable taxes. Fifteen (15) suppliers were requested to bid.

FOR ACTION

4(b)(iii

REPORT TO: MR. E. A. SIMPSON, SECRETARY
PERSONNEL COMMITTEE

FROM: MR. T. BRADLEY, MANAGER
PURCHASING

DATE: 1988 February 11
COMM FILE:
DEPT FILE:

SUBJECT: PURCHASE OF FIRE DEPARTMENT UNIFORM CLOTHING, 1988

RECOMMENDATION
That a purchase order be issued to Aero Mode Ltd., Lachine, Quebec for the supply and delivery of Fire Department Uniform Clothing as and when required during 1988 in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, as follows:

- Senior Officer Tunic	$ 97.00
- Junior Officer Tunic	94.00
- Male Tunic	91.00
- Male Trousers	32.50
- Male Raincoat	81.00
- Male Parka	60.60
- Female Slacks	36.00
- Female Skirt	36.00
- Female Raincoat	81.00
- Female Parka	60.60
Provincial sales tax extra at 7%	

NOTE: Lowest of three (3) tenders received. Funds provided in Uniforms, Clothing and Accessories Account #0341-0127.

T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)
See above RECOMMENDATION

BACKGROUND - Tender Analysis based on estimated usage

Aero Mode Ltd., Lachine, Quebec		
Ontario Office-Mississauga	(See Chief Saltmarsh's letter attached)	$33,445.50
Firth Bros. Limited, Hamilton		34,797.50
Sainthill Levine, Toronto		35,285.05 *

* Incomplete - did not bid on five (5) items

Provincial sales tax extra at 7%. Sixteen (16) suppliers were requested to bid. Two declined and eleven did not respond

THE CORPORATION OF THE CITY OF HAMILTON

M E M O R A N D U M

RECEIVED
JAN 27 1988
FIRE DEPARTMENT

TO: Chief L. Saltmarsh
Hamilton Fire Department

FROM: T. Bradley
Manager of Purchasing

SUBJECT: TENDER-UNIFORM CLOTHING, 1988 DATE: 88.01.26

Attached please find analysis and original submissions for the above.

You are requested to return this form completed, along with the original bids so that a recommendation can be processed to a Committee of Council where required and/or to meet your delivery date. Please ensure the **NAME** of the account being charged is shown, along with the number.

TO BE RETURNED BY: As soon as possible

RECOMMENDATION: That Firth Bros. Limited be awarded the uniform clothing contract for 1988.

BUDGET AMOUNT: Total account $164,240.00

ESTIMATED EXPENDITURE: $34,797.50 + 7% tax = $37,233.00

ACCOUNT **NAME** AND NUMBER: Uniform Clothing and Accessories
0341-0127 & 0341-0427

SIGNATURE: L. Saltmarsh

Is a requisition attached? Yes #36438
If not, why not?

Special comments:

If not the low bidder, please state detailed reasons:

Not low bidder
See attached

Aero Mode Limited was the low bidder in 1983 and was awarded the contract, during that year there were over 250 recorded problems:

130 (all) tunics returned for corrections to upper pocket flaps
40 trousers too tight in the thigh
78 offices tunics with stripe only ½ way around the sleeve
2 tunic rank identification provided in the wrong colour
2 officers tunics provided with no stripe

In 1987 Aero Mode Limited was again low bidder for the uniform clothing contract. Our recommendation was that Firth Bros. Limited be awarded the contract for the reasons mentioned above. The difference in the bids were approximately the same amount in 1987.

4 (c)

The Hamilton Public Library Board

55 York Blvd., Hamilton, Ontario L8R 3K1
Telephone (416) 529-8111

Chief Executive Officer, Judith McAnanama, B.A., B.L.S., M.B.A.,

December 31, 1987

Alderman Mary Kiss
Chairman, Personnel Committee
The Corporation of the City of Hamilton
City Hall
71 Main Street West
HAMILTON, Ontario
L8N 3T4

Attention: Mr. E. A. Simpson, Secretary, Personnel Committee

Dear Alderman Kiss:

The Hamilton Public Library Board is aware that the City of Hamilton and the Regional Municipality of Hamilton-Wentworth are in the process of developing a Job Evaluation/Pay Equity Programme.

The Library Board, in June, 1987, signed a letter of intent with CUPE Local 932 to develop a job evaluation programme. It is possibile that inclusion in the City/Regional programme will satisfy that commitment. Therefore, the Library Board would appreciate being given the opportunity to review the Job Evaluation/Pay Equity Programme when it has been developed.

In the event that inclusion in the programme will satisfy the Library's commitment to CUPE Local 932, I am writing to request that the Library Board be given the opportunity to take part in the City/Region Job Evaluation/Pay Equity programme.

Yours sincerely,

Jackie Isbester

Jackie Isbester
Chairperson

JI/kc

5 (a)

FOR INFORMATION

FROM Commissioner, Human Resources Centre

DATE February 5, 1988

TO Personnel Committee

Refer To File No. C-002-88

Attention Of

Your File No.

SUBJECT

Group Life Insurance for Staff and Members of Council.

BACKGROUND

Requested by the Committee at its meeting of 1988, January 6.

Chris Lowe

attachment

LIFE INSURANCE

CITY GROUP	COVERAGE (ROUNDED TO THE NEAREST ONE THOUSAND DOLLARS)
Non-Union	1 & 1/2 x Annual Salary
Local 5	1 & 1/2 x Annual Basic Wage Rate
Local 167	1 & 1/2 x Annual Basic Wage Rate
Local 167 (Dundurn)	Nil (no benefits)
Local 167 (Parking Authority)	1 & 1/2 x Annual Salary
Local 1041	1 & 1/2 x Annual Salary
Local 772	2 x Annual Basic Wage Rate
Fire Association	2 x Annual Basic Wage Rate (plus $5,000. coverage for each member's spouse and $3,000. coverage for each member's dependent child).
Dept. Heads and Deputies (Salary Levels "A - F")	2 & 1/2 x Annual Salary with opti to purchase extra 1/2 x.
Aldermen	1 & 1/2 x Annual Salary
Library	1 x Annual Salary

THE CORPORATION OF THE CITY OF HAMILTON
City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

1988 March 18

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1988 March 23rd
9:00 o'clock a.m.
Room 233, City Hall

Susan K. Reeder,
Susan K. Reeder, Secretary,
Personnel Committee.

SKR/gk

AGENDA

1. Minutes of the meeting held Wednesday, 1988 February 17th

DIRECTOR OF PROPERTY

2. Security of Acquired Buildings and Clean-up of Buildings and Lands (Debris, etc.)

CITY SOLICITOR

3. Payment of account - Mr. P. M. Eker

CITY TREASURER

4. 1988 Estimates - City Solicitor's Department

DIRECTOR OF PUBLIC WORKS

5. Leave of absence - Mr. Anton Tabuns

COMMISSIONER OF HUMAN RESOURCES

6. (a) Contract - B. A. Court - Public Works Department

(b) Appointments to and Terminations from both permanent and temporary positions with The Corporation of the City of Hamilton to 1988 March 10th

INFORMATION ITEM

7. Appeals - Non-Union Salary Study

Wednesday, 1988 February 17
9:00 o'clock a.m.
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman M. Kiss, Chairperson
Alderman R. Wheeler, Vice-Chairman
Mayor R. M. Morrow
Alderman B. Hinkley
Alderman D. Christopherson
Alderman J. Smith
Alderman H. Merling
Alderman D. Ross

Also present: Ms. C. Lowe, Commissioner of Human Resources
Mrs. D. Jones, Manager of Personnel Services
Mr. T. Critelli, Manager, Wage and Salary Administration
E. A. Simpson, Secretary

The minutes of the meetings held Wednesday, 1988 January 6 and Tuesday, January 12, were taken as read and approved.

88-21
Reclassifications - Streets & Sanitation Division, Department of Public Works

The Committee adopted the following recommendations on reclassifications in the Streets and Sanitation Division, Department of Public Works, effective March 10, 1987, the date on which Council re-assigned these responsibilities:

(a) Manager, Streets and Sanitation: From "F" to "E" Salary Range. 1988 Range - $58,144.32 to $68,468.40.

(b) Superintendent, Streets and Sanitation: From "I" To "H" Salary Range. 1988 Range - $46,841.60 to $55,209.44.

(c) Assistant Superintendent, Streets and Sanitation: From "K" to "J" Salary Range. 1988 Range - $43,145.96 to $50,862.24.

Note: The foregoing recommendations were first discussed by the Committee at the in-camera meeting.

88-22
Appointments and Terminations

The Committee approved for recommendation to City Council Appointments and Terminations in permanent and temporary service with The Corporation of the City of Hamilton to 1988 February 4.

88-23
Payment of account - Ross & McBride - litigation services

On the recommendation of the City Solicitor the Committee approved of the payment of the following accounts:

(a) Ross and McBride, Barristers and Solicitors, in the amount of $10,074.50 and $32,073.00, respectively. These fees are for services rendered in handling litigation files for the City for the months of November and December 1987.

88-24
Payment of account - McCarthy & McCarthy - Expropriation of Lax property

(b) Mr. Ian Binnie of the firm of McCarthy & McCarthy, in the amount of $16,533.73 for the period November 1, 1987 to December 31, 1987 inclusive. This is in connection with the expropriation of the Lax property.

88-25
Release of holdback - G. S. Wark - Construction of Fire Station No. 5

On the recommendation of the City Treasurer the Committee approved of the release of the total holdback in the amount of $75,059.53 to G. S. Wark Limited for the supply of equipment, labour and material for the construction of Fire Station Number 5 at Limeridge Road and Upper Ottawa Street.

88-26
Purchase Order to be issued to J. P. Hammill & Son Ltd. - supply and delivery of Fire Department Fatigue Clothing

On the recommendation of the Manager of Purchasing the Committee approved of the issuing of a purchase order to J. P. Hammill & Son Ltd., Guelph, Ontario, in the amount of $31,351.00 for the supply and delivery of Fire Department Fatigue Clothing, as and when required during 1988, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

Note: Lowest of four (4) tenders received. Funds provided in Uniforms, Clothing and Accessories Account No. 0341-0127.

88-27
Purchase Order to be issued to Firth Bros. Ltd. - supply and delivery of Fire Department . Uniform Clothing

The Manager of Purchasing recommended to the Committee the purchase of Fire Department Uniform Clothing by way of a purchase order being issued to Aero Mode Limited of Lachine, Quebec, for the supply and delivery of clothing as and when required during 1988. This was the lowest of three tenders received. Chief Saltmarsh, in a memorandum dated January 26, 1988, summarized the problems in past years that the department had experienced with this supplier. As a result, the Committee agreed to recommend to Council that the contract be awarded to the second lowest bidder, Firth Bros. Limited, Hamilton, as follows:

- Senior Officer Tunic	$109.50
- Junior Officer Tunic	106.50
- Male Tunic	106.50
- Male Trousers	32.00
- Male Raincoat	81.00
- Male Parka	60.00
- Female Slacks	32.00
- Female Skirt	32.00
- Female Raincoat	81.00
- Female Parka	60.00

Provincial Sales Tax extra at 7%

88-28
Hamilton Public Library Board - Job Evaluation/Pay Equity Programme to be reviewed

At the request of the Chairperson of the Hamilton Public Library Board, as set out in a letter dated December 31, 1987, addressed to the Personnel Committee, the Committee approved of the Library Board being given the opportunity to review the Job Evaluation/Pay Equity Programme for the City when it has been developed, and also approved of the Board's request to be included to take part in the Programme.

88-29
Life Insurance coverage for staff and members of City Council - cost to be determined for improved coverage for City Council also Regional Council

For the information of the members of the Committee the Commissioner of Human Resources, under date of February 5, 1988, provided information on the Life Insurance coverage that is available to the various groups of employees. The Committee, following discussion, requested that this information be provided to all members of City Council. Ms. Lowe was also requested to determine what it would cost to have the City provide improved coverage for the members of City Council, and also to ascertain what coverage is provided to Regional Council members.

The meeting then adjourned.

Taken as read and approved.

ALDERMAN M. KISS, CHAIRPERSON

E. A. SIMPSON, SECRETARY

Typed by G. Kerr.

2.

FOR ACTION

RECEIVED

MAR 3 1988

CITY CLERKS

REPORT TO: Mr. E.A. Simpson, Secretary
PERSONNEL COMMITTEE

FROM: Mr. D.W. Vyce, Director of Property

DATE: February 24, 1988
COMM FILE:
DEPT FILE: 1.3.299
(2738)

SUBJECT:

Security of Acquired Buildings and Clean-up of Buildings and Lands (Debris, etc.)

RECOMMENDATION

That the rate of pay to City Plywoods (Hamilton) Ltd. per: "Security of Buildings - Duty Requirements" be amended to the following effective April 1, 1988.

$30.00/hour for carpenter/handyperson, including truck and equipment
$ 5.00/hour per helper, if required.

FINANCIAL IMPLICATIONS *(IF NONE, STATE N/A)*

This increase will not affect budgets as the costs for City Plywoods (Hamilton) Ltd. services are recovered through the individual projects, i.e. - Acquisitions for the Alpha Enclave
- Order to Comply by the Building Commissioner etc.

BACKGROUND

This Department has received a request from City Plywoods (Hamilton) Ltd. for an increase in their rates for services provided to this Department. The increase is required by City Plywoods due to increase in operating costs and liability insurance over the past three years.

City Plywoods (Hamilton) Ltd. has been employed by this Department from 1979. The last increase was in 1985 which were set at,

$26.00/hour for carpenter/handyperson, including truck and equipment
$ 5.00/hour per helper, if required.

Attached is a copy of the "Duty Requirements" of this contractor for your information.

Attach.
c.c. - Mr. E.C. Matthews, City Treasurer

"SECURITY OF BUILDINGS - DUTY REQUIREMENTS"

1. Is available on a 24 hour, seven days a week basis (including weekends and holidays.

2. Supplies his own truck, tools and equipment such as portable skill saws, chain saws, ladders, post pounder, snow blower, lawn mower, dolly for moving refrigerators and stoves etc.

3. Is required and responsible for his own Public and Vehicular Liability Insurance - similar to our approved demolition contractors, with a minimum limit of $1,000,000.00; with The Corporation of the City of Hamilton, the Regional Municipality of Hamilton-Wentworth and the Hamilton Region Conservation Authority listed as "Named Insureds".

4. Once possession of a property is received, the following services are carried out:-

   (a) All services in the building are shut off (gas, water, hydro) gas meters are locked, water meters removed and delivered to Water Department; and water lines, hot water tanks, radiator and furnaces drained and plumbing winterized (if required).

   (b) All debris, garbage, abandoned furniture etc. inside and out cleaned up and removed to dump.

   (c) All doors, windows, basement entrances boarded to prevent entry, and in some cases the fire escape removed.

   (d) Install and remove from time to time as required metal "For Sale", "Tow Away", "No Parking" and "No Trespassing" signs on vacant municipal owned lands.

5. Removes any garbage and debris that from time to time is dumped on vacant municipal owned lands by unknown persons.

6. During emergency snow conditions, removes snow from sidewalks of vacant municipal owned houses that we are in the process of re-renting or selling.

7. From time to time secures vacant privately owned buildings, which, under "Orders of the Building Commissioner", Court Orders obtained by the City, or in conjunction with the Chief Fire Prevention Officer, are required to be closed off against trespass. Costs for this work are applied against the taxes of the individual property owner.

8. Lumber, nails, padlocks and hasps, signs such as "No Parking", "No Trespassing", "No Dumping" and sign posts etc. are supplied by the City and these materials and the contractor's labour are charged back to the appropriate department account involving each particular property. In many cases, the plywood previously installed on a building, is picked up by the contractor at the commencement of demolition and re-used on other sites.

9. Is required to maintain daily records of the hours spent on each property address as well as the exact amount of material used on each job for securing same. These records are submitted weekly to this department for review and processing for payment.

10. From time to time, under emergency conditions, effects plumbing repairs, re-glazes windows, re-starting furnaces and effects carpentry repairs to municipal owned houses.

11. Is under direct supervision of the Property Control Officer of the Real Estate Division of the Property Department.

February 23, 1988

FOR ACTION

RECEIVED 3.
MAR 3 1983
CITY CLERKS

REPORT TO: Mr. E. A. Simpson, Secretary
Personnel Committee.

FROM: K. A. Rouff,
City Solicitor.

DATE: 1988 March 2
COMM FILE:
DEPT FILE: 130-37.11
400-2.27

SUBJECT: Mr. P. Eker's Account

Re: Cinesex Peep Show - 61 King Street East
(1) Amending By-law 88-68 Defining Areas of Adult Entertainment Parlours and the Limit to the Number of Licences in the Area;

(2) Proposed Draft Amending By-law to By-law 79-323 with respect to Theatres;

(3) Proposed Draft Interim By-law pursuant to Section 37, Sub-section 1 of The Planning Act 1983

RECOMMENDATION

That the attached account of Mr. P. Eker in the amount of $3,150.00 herein be paid to cover the services as listed therein.
Treasury advises this should be charged to account 0325-0156.

FINANCIAL IMPLICATIONS *(IF NONE, STATE N/A)*

See above recommendation.

BACKGROUND

Mr. Eker was requested by Mayor Morrow to provide services with respect to the problem arising from the Peep Show at 61 King Street East.

The Corporation of the
City of Hamilton,
City Hall,
Hamilton, Ontario.
L8N 3T4

IN ACCOUNT WITH:

PAUL M. EKER

Barrister & Solicitor,
404-33 Robinson Street,
Hamilton, Ontario.
L8P 1Y8

Re: 61 King St. E.

TO PROFESIONAL SERVICES RENDERED during the period
February 19 to and including March 1st, 1988

discussions and meetings with S. Dembe and Mayor Morrow and drafting amendments to By-Law No. 79-144, Schedule 15 to By-Law No. 79-323 and the preparation of an interm control By-law pursuant to a recommendation of the Planning Department, all in accordance with the request of S. Dembe as per the concerns of Mayor Morrow respecting the operation of the captioned premises, and attending at a special Council Meeting on March 1, 1988 at the request of the Mayor.

and including all necessary attendances, telephone converations and advice.

Engaged: February 19, 20, 21, 22, 23, 25, 26, 27, 29, and
March 1, 1988

In excess of 21 hours

FEE: $3150.00

THIS IS MY ACCOUNT HEREIN

Paul M. Eker

E. &. O. E.

4.

FOR ACTION

REPORT TO: MR. E. A. SIMPSON, SECRETARY
PERSONNEL COMMITTEE

FROM: MR. E. C. MATTHEWS
TREASURER

DATE: 1988 FEBRUARY 24
COMM FILE:
DEPT FILE:

SUBJECT:

CITY SOLICITOR'S DEPARTMENT - 1988 ESTIMATES

RECOMMENDATION

That the City Solicitor's 1988 Estimates remain at 4.5% increase over 1987 and that the original estimates be adjusted as follows:

1)	Reduce for delays in hiring for vacant positions	$61,347-
2)	Add $25,000 for normal "Consultant's fees and $50,000 for costs associated with litigation files	75,000+
3)	Delete budget amount for "Senior Legal Advisor"	13,653-
	Net Adjustments	$ -

FINANCIAL IMPLICATIONS *(IF NONE, STATE N/A)*

See above recommendation.

BACKGROUND

The Solicitor's original 1988 Estimates for the review of the Personnel Committee included the salaries and benefits of full staff quota, with the exception of the "Senior Legal Advisor" position (classification "D") which was budgeted for only two months in 1988. However, in order to reduce the estimates to achieve a 4.5% increase over 1987, $50,000 was deducted from the "Consultant's Fees" account, thereby reducing this account from $75,000 to $25,000. The 1988 Estimates book to be reviewed by the Finance Committee March 1, 1988 and by City Council March 9, 1988, will reflect this status of the Solicitor's budget.

....cont'd

1988 FEBRUARY 24

MR. E. A. SIMPSON, SECRETARY
PERSONNEL

BACKGROUND - Continued

Present Situation

City Council on February 9, 1988 approved of the organizational setup of the Solicitor's Department which included full staff complement (with the exception of the "Senior Legal Advisor" position which had been budgeted for two months only in 1988). A proposal to adjust the Solicitor's estimates has been discussed with the C.A.O. and the City Solicitor in order to set a more realistic budget in keeping with Council's decision; the adjustments are:

1)	Delete net budget amount remaining for "Senior Legal Advisor" position		$13,653-
2)	Delay hiring of 4 vacant permanent positions (2 solicitors and 2 clerical) and 2 vacant temporary positions (law students) for 3 months of 1988 until April 1, as follows:		
	(a) Litigation Solicitor - 3 mos. @ $6,460 mo.	$19,380	
	(b) Junior Solicitor - 3 mos. @ $3,701 mo.	11,103	
	(c) Administrative Assistant - 3 mos. @ $3,361 mo.	10,083	
	(d) E-5 Steno - 3 mos. @ $2,070	6,210	
	(e) Law Students - 2 @ 3 mos. @ $1,563 mos.	9,378	56,154-
3)	Add $25,000 to "Consultant's Fees" account increasing estimate from $25,000 to $50,000		25,000+
4)	Add $50,000 to cover balance of expected costs of outside legal services to handle litigation files (estimate was $90-$100 thousand to Ross & McBride for 302 files; $40 thousand has already been paid and charged to 1987)		50,000+
5)	Deduct additional hiring delays to be determined by City Solicitor		5,193-
			$ -

The above proposal adheres to the 4.5% guideline and provides the Solicitor with the staff requested in the reorganization approved by Council. Some delays in hiring will be experienced, with a consequent delay in service delivery, and the City Solicitor is of the opinion that the normal "Consultant's Fees" account at $50,000 for 1988 may not be sufficient and may have to be re-examined later this year.

Any reclassifications which may result from the re-organization of the department will be recommended for funding at the appropriate time.

c.c. Mr. L. Sage, Chief Administrative Officer
Mr. K. A. Rouff, City Solicitor

FOR ACTION

RECEIVED 5.

FEB 29 1988

CITY CLERKS

REPORT TO: E.A.Simpson, Secretary
Personnel Committee

FROM: J.G. Pavelka, Director
Public Works Department

DATE: 1988 February 26
COMM FILE:
DEPT FILE: 88-1075L

SUBJECT: Leave of Absence
Mr. Anton Tabuns
Employee No. 86935

RECOMMENDATION

That Anton Tabuns be permitted to take a leave of absence without pay, from August 23, 1988 to September 30, 1988.

J.G. Pavelka

J.G. PAVELKA
DIRECTOR OF PUBLIC WORKS

FINANCIAL IMPLICATIONS *(IF NONE, STATE N/A)*

N/A

BACKGROUND

Mr. Tabuns sister, who he hasn't seen in 45 years, is coming to visit from the U.S.S.R. As she speaks no English and is the only living relative Mr. Tabuns has, he would like to spend all his time with her.

bs/

6a.

FOR ACTION

FROM Commissioner, Human Resources Centre

DATE March 14, 1988

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Contract - B. A. Court - Public Works Department.

RECOMMENDATION

That Mr. B. A. Court, Manager of Streets and Sanitation in the Public Works Department, be rehired on a contract basis from April 1, 1988 for approximately three months at three days per week at a daily rate of $263.34 (current salary), in order to plan and formulate a re-organization of the Central Garage Division.

BACKGROUND

See attached Report from J. Pavelka, Director, Public Works Department.

Cheryl Lowe

attachment

MEMORANDUM • CITY OF HAMILTON

TO	: C. Lowe, Commissioner Human Resources Centre	YOUR FILE:	
FROM	: J. G. Pavelka, Director Public Works Department	OUR FILE :	88-1075
SUBJECT	: B. A. Court - Services on a Consulting Basis	DATE :	1988 March 15

RECOMMENDATION

That Mr. B. A. Court, Manager of Streets and Sanitation be hired on a temporary basis from April 1, 1988 for approximately three months, at 3 days per week to manage Central Garage and formulate a reorganization of the operation,

and,

That he be paid on a daily basis at his current salary level.

BACKGROUND

Since the inception of Central Garage, this division has expanded considerably with the addition of a body shop, parts section and a number of satelite depots. However, the necessary supervision associated with these additions has not kept pace. This problem, compounded with the Fleet Superintendent suffering a stroke recently, has required additional administration to be put in place at Central Garage.

On a part time basis, Mr. Court has been at Central Garage examining, recommending and implementing changes to the operations. It is felt that another 3 months will allow him sufficient time to complete a full review.

Mr. Court's knowledge and expertise in equipment and operations and his knowledge of the Union Contract are proven assets. Over the past 5 weeks, Mr. Court's involvement and direction in Central Garage has proven to be effective in improving the operations and dealing with a number of the problems that have persisted in Central Garage for quite some time.

FINANCIAL IMPLICATIONS

It is expected that the funds to retain Mr. Court can be derived from the savings in promoting new personnel to the vacant positions, as a result of Mr. Court's retirement, and that the new employees will be starting at the bottom of the salary classification in contrast to the incumbents who are at the top of the salary classification.

Your cooperation in having this matter dealt with at the next Personnel Committee would be greatly appreciated.

JGP/BS/md J.G. Pavelka

6b.

FOR ACTION

FROM Cheryl A. Lowe
Commissioner of Human Resources

DATE 1988 March 23

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Appointments to and Terminations from both permanent and temporary positions with the Corporation to March 10, 1988.

RECOMMENDATION

As attached.

BACKGROUND

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Homer Babin	Traffic Serviceman/ Woman II	Traffic	replacing Mr. Frank Garofalo - resigned	A-3	$394.30 per week	88/02/08
Mr. Peter Barkwell	Solicitor IV	City Solicitor's	replacing Ms. Sonia Light - resigned	L	$36299.12 per annum	88/02/22
Mr. David Crandall	Caretaker	Property Maintenance Division of Property	replacing Mr. Jack Hutchison - retired	B-2	$401.37 per week	88/02/08
Mrs. Colleen Cullen	Stenographer I	Fire	replacing Mrs. Kathleen Crone - resigned	E-5	$441.53 per week	88/02/22
Mr. Larry Dilks	Labourer	Parking Authority	new position	B-2	$378.81 per week	88/02/15
Mr. Jim Flaherty	Tractor Operator	Parks Division of Public Works	replacing Mr. Alan Dore - promoted	D-9	$12.392 per hour	88/02/22
Mrs. Heidi Geier	Administrative/ Accounting Clerk	H.E.C.F.I.	replacing Ms. D. Van Sickle - resigned	8	$21213.92 per annum	88/03/07
Mr. Alfredo Giannotti	Caretaker	Property Maintenance Division of Property	replacing Mr. H. Babin - transferred	B-2	$401.37 per week	88/02/25

Prepared 1988 March 10

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mrs. Wendy Lockhart	Community Centre Supervisor	Culture and Recreation	replacing Mr. John Morgan - deceased	K-2	$38038.00 per annum	88/02/22
Ms. Margaret Mogford	Secretary	Convention Centre Division of H.E.C.F.I.	replacing Mrs. Karen Dowhan - promoted	7	$19127.68 per annum	88/02/01
Mrs. Maria Muir	Stenographer III	Real Estate Division of Property	replacing Mrs. Diane McGuire - promoted	E-3	$361.95 per week	88/02/15
Mr. Bruce Payment	Garbageman/Woman	Public Works	replacing Mr. Tim Green - transferred	D-8	$12.128 per hour	88/02/01
Ms. Shari Pouliot	Program Organizer	Culture and Recreation	replacing Ms. Bonnie McLean - resigned	A-7	$449.07 per week	88/01/04
Mr. Shawn Riley	Garbageman/Woman	Public Works	replacing Mr. Larry Stasuik - transferred	D-8	$12.128 per hour	88/02/01
Mr. Howard St. Anne	Garbageman/Woman	Public Works	replacing Mr. K. Sulics - retired	D-8	$12.328 per hour	88/02/29

Prepared 1988 March 10

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Elgina Salciccioli	Stenographer IV	Building	replacing Ms. Nancy Daines - promoted	E-2	$339.51 per week	88/02/15

Prepared 1988 March 10

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Mr. James Collins	Attendant I	Property Maintenance Division of Property	retired	8 years & 4 months	88/03/01
Mr. Bernard Court	Manager, Streets and Sanitation	Public Works	retired	36 years & 11 months	88/03/31
Mrs. Kathleen Crone	Stenographer I	Fire	resigned	6 years & 1 month	88/02/19
Mr. Robert Galbraith	Truck Driver & Labourer	Public Works	retired	17 years & 6 months	88/03/06
Ms. Arlene Murphy	Events Co-ordinator	Convention Centre Division of H.E.C.F.I.	resigned	2 years	88/03/04
Mrs. Elaine Noonan	Clerk-Title Searcher	City Solicitor's	resigned	12 years & 8 months	88/02/11
Mrs. Lori Peddle	Legislative Assistant II	City Clerk's	resigned	14 years & 8 months	88/02/19
Mrs. Sylvia Renshaw	Community Renewal Officer	Community Development	resigned	4 years & 6 months	88/02/26
Mrs. Eileen Rezes	Stenographer IV	Public Works	resigned	11 months	88/02/19
Mr. Peter Shen	Solicitor III	City Solicitor's	resigned	3 years & 1 month	88/02/26
Mrs. Donna Van Sickle	Administrative/ Accounting Clerk	H.E.C.F.I.	resigned	3 months	88/02/19
Mrs. Susan Walton	Lifeguard I	Culture and Recreation	resigned	5 years & 8 months	88/03/04

Prepared 1988 March 10

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO TEMPORARY POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Mara Rennie	Clerk-Title Searcher (temporary)	City Solicitor's	replacing Mrs. E. Noonan - resigned	A-5	$438.55 per week	88/02/15

Prepared 1988 March 10

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM TEMPORARY POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE

NO TERMINATIONS FROM TEMPORARY POSITIONS AT THIS TIME

Prepared 1988 March 10

7.

FOR INFORMATION

FROM Commissioner, Human Resources Centre **DATE** March 14, 1988

TO Personnel Department **Refer To File No.** _____

Attention Of _____

Your File No. _____

SUBJECT

Appeals - Non-Union Salary Study.

BACKGROUND

Eighteen of the original 76 appellants have indicated they wish to continue the appeal process. The attached letter has been sent to these individuals.

Upon receiving their response, we will schedule a special Personnel Committee meeting(s) in order for their presentations to be made.

attachment

Human
Resources
Centre

TO:

FROM: Tom Critelli
Manager, Wage and Salary Administration

DATE: March 11, 1987

SUBJECT: PRESENTATION OF APPEAL TO PERSONNEL COMMITTEE

We are now prepared to schedule the final step in the appeal process, the presentation of the remaining cases directly to Personnel Committee. Given the difficulty of scheduling, we are asking employees to estimate the time they will require to present their appeal information. This will allow us to efficiently schedule the appeal presentations and not waste the valuable time of members of the Personnel Committee and employees.

Several employees expressed a hesitancy to personally present their appeals, but still wished to make their points known. We are therefore allowing those who chose to pursue their appeal, the option of either presenting their case themselves or submitting their case in writing to the Personnel Committee. Both methods will be considered in the same light.

We therefore ask that you provide us with the following information on or before March 18, 1988.

1. The time you require to personally present your case to Personnel Committee.

2. The dates of any holidays you have planned in the next ten weeks.

3. Do you choose to submit a written presentation of your appeal to Personnel Committee.

If you chose the option of submitting a written presentation, it must be received by the Human Resources Centre by April 1, 1988. It should be addressed to the Chairman and Members of the Personnel Committee in confidence and mailed c/o the Human Resources Centre.

If you have any questions, please contact me at 4338.

Yours sincerely,

Tom Critelli
Mgr. Wage and Salary Admin.

TC:cw

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH AND THE CORPORATION OF THE CITY OF HAMILTON
25 Main Street West, P.O. Box 40, Station "A", Hamilton, Ontario L8N 3A2
(416) 526-4103/4555

THE CORPORATION OF THE CITY OF HAMILTON
City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

1988 April 15

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1988 April 20th
9:00 o'clock a.m.
Room 233, City Hall

Susan K. Reeder

Susan K. Reeder, Secretary,
Personnel Committee.

SKR/gk

AGENDA

1. Minutes of the meetings held:

   (a) Wednesday, 1988 March 23rd; and
   (b) Monday, 1988 March 28th

CITY SOLICITOR

2. Payment of account - Litigation Services - Ross and McBride

COMMISSIONER OF HUMAN RESOURCES

3. (a) Classification - Traffic Operations Technologist

   (b) Leave of Absence - Mr. W. Deeley, Public Works Department

   (c) Leave of Absence - Ms. Ellen Arcas, Treasury Department

   (d) Appointments to and Terminations from both Permanent and Temporary Positions with The Corporation to 1988 April 8

REFERRED BACK FROM CITY COUNCIL

4. Report of the Citizens' Review Panel on Remuneration for the Mayor and Aldermen of the City of Hamilton

   (a) Report - Alderman W. McCulloch (copy to follow)

5. Other Business

6. Adjournment

1a.

Wednesday, 1988 March 23rd
9:00 o'clock a.m.
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman M. Kiss, Chairperson
Alderman R. Wheeler, Vice-Chairman
Alderman D. Ross
Alderman B. Hinkley
Alderman J. Smith
Alderman W. McCulloch
Alderman D. Christopherson
Alderman H. Merling

Regrets: Mayor Robert M. Morrow

Also present: Mr. L. Sage, Chief Administrative Officer
Mr. J. Pavelka, Director of Public Works
Mrs. D. Jones, Manager of Personnel Services
Mr. E. A. Simpson, City Clerk
Mr. J. Johnston, Manager of Labour Relations
Mr. R. Hammel, Treasury Department
Mr. E. Matthews, City Treasurer
Mr. T. Critelli, Manager, Wage and Salary Administration
Mr. D. Vyce, Manager of Property
Mr. K. Rouff, City Solicitor
Mrs. Susan K. Reeder, Secretary

88-30
Minutes - 1988 February 17

The Committee was in receipt of the minutes of their meeting held Wednesday, 1988 February 17th, and agreed to adopt these minutes.

88-31
Security of Acquired Buildings

The Committee was in receipt of a report from the Director of Property dated 1988 February 24, respecting the security of acquired buildings and clean-up of buildings and lands (debris, etc.).

Moved by Alderman Ross, seconded by Alderman Wheeler and Carried to approve the following recommendation:

"That the rate of pay to City Plywoods (Hamilton) Ltd., per: 'Security of Buildings - Duty Requirements' be amended to the following, effective April 1, 1988:

$30.00/hour for carpenter/handyperson, including truck and equipment.

$ 5.00/hour per helper, if required".

88-32
Payment of Account - Mr. P. Eker

The Committee was in receipt of a report from the City Solicitor dated 1988 March 2, respecting an account from Mr. P. Eker respecting work done on the Cinesex Peep Show - 61 King Street East.

Discussion ensued on who had authorized the hiring of Mr. Eker for this work.

Following considerable discussion it was then agreed that this item be received, and that it be referred to the Chief Administrative Officer for investigation. It was agreed that should City policy allow for this matter to be settled administratively, that it should be done, and that if this account requires political approval, that the matter be brought back to the Personnel Committee.

88-33
Appeals - Non-Union Salary Study

The Committee was in receipt of an information report from the Commissioner of Human Resources dated 1988 March 14, respecting appeals - Non-Union Salary Study.

Mr. Critelli advised the Committee that he will know on Friday, March 25th, what time frame is required for each of the appellants. He indicated that he did not feel that any appellant would wish to go for longer than half-an-hour.

It was then agreed that the Chairperson would determine if a special meeting is needed for hearing these appeals.

88-34
Report - Citizens' Review Panel on Remuneration for the Mayor and Aldermen of the City of Hamilton

The Committee received the Report of the Citizens' Review Panel on Remuneration for the Mayor and Aldermen of the City of Hamilton dated 1988 March 22.

Considerable discussion ensued on the recommendations in this report.

It was then moved by Alderman Hinkley, seconded by Alderman Ross and Carried that at least one member of the Citizens' Review Panel be present at a special meeting of the Personnel Committee to speak on the recommendations contained in their report. It was agreed that all members of City Council be invited to attend this meeting, and a tentative date for Monday, 1988 March 28th at 9:00 o'clock a.m. was set.

Alderman Merling opposed.

88-35
Estimates - City Solicitor's Department

Moved by Alderman Ross, seconded by Alderman Wheeler and Carried to lift the Report respecting the 1988 Estimates of the City Solicitor's Department from the table.

The Committee was in receipt of the Report of the City Treasurer dated 1988 February 24, respecting the 1988 Estimates for the City Solicitor's Department.

The Treasurer advised the Committee that the City Solicitor's Budget is based on the existence of the department as it was in the past.

Alderman Ross questioned the re-alignment of work responsibilities within the Solicitor's Department, i.e., litigation work. Mr. Sage advised that this matter has been referred to the Executive Committee for deliberation.

It was then moved by Alderman Ross, seconded by Alderman Wheeler and Carried that this report be tabled until the Executive Committee has made a decision on the Solicitor's Department composition.

88-36
Contract - B. A. Court - Public Works Department

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 March 14, respecting a contract - B. A. Court - Public Works Department.

The Committee approved the following:

> "That Mr. B. A. Court, Manager of Streets and Sanitation in the Public Works Department, be rehired on a contract basis from April 1, 1988, for approximately three months at three (3) days per week at a daily rate of $236.34 (current salary), in order to plan and formulate a re-organization of the Central Garage Division."

88-37
Leave of absence - Anton Tabuns, Public Works Dept.

The Committee was in receipt of a report from the Director of Public Works dated 1988 February 26, respecting a leave of absence - Mr. Anton Tabuns, employee No. 86935.
The Committee approved the following recommendation:

> "That Anton Tabuns be permitted to take a leave of absence without pay, from August 23, 1988 to September 30, 1988."

88-38
Appointments to and Terminations from permanent and temporary positions

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 March 23, respecting Appointments to and Terminations from both permanent and temporary positions with The Corporation of the City of Hamilton to March 10, 1988.

Alderman Ross questioned the appointment of a permanent position, as it is his understanding that no permanent positions are being hired. It was indicated by Mrs. Jones that she will investigate this matter.

The Committee then approved the following recommendation:

> "Approval of the Appointments and Terminations in permanent and temporary service with The Corporation of the City of Hamilton to 1988 March 10, as set out on the list attached hereto as Appendix "A".

88-39
Letters of Understanding - Pay Equity/ Job Evaluation

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 March 14, respecting Letters of Understanding - Pay Equity/Job Evaluation.

The Committee approved the following:

> "That the Letters of Understanding with C.U.P.E. Locals 5, 167 and 1041 (Foremen) respecting Pay Equity/Job Evaluation, as attached hereto and marked Appendix "B", be approved. "

88-40
In Camera

Moved by Alderman Ross, seconded by Alderman Wheeler and Carried to move In Camera.

88-41
Adjournment

There being no further business in the regular meeting agenda, the meeting then adjourned.

Taken as read and approved.

ALDERMAN M. KISS, CHAIRPERSON,
PERSONNEL COMMITTEE.

SUSAN K. REEDER, SECRETARY

Typed by G. Kerr.

1(b.)

Monday 1988 March 28th
8:30 o'clock a.m.
Room 233, City Hall

A Special Meeting of the Personnel Committee was held.

There were present: Alderman M. Kiss, Chairperson
Alderman R. Wheeler, Vice-Chairman
Mayor Robert M. Morrow
Alderman D. Christopherson
Alderman J. Smith
Alderman D. Ross
Alderman B. Hinkley
Alderman H. Merling

Regrets: Alderman W. McCulloch

Also present: Alderman T. Murray
Alderman D. Agostino
Alderman P. Cowell
Mr. L. Sage, Chief Administrative Officer
Mrs. D. Jones, Manager of Personnel Services
Mr. K. Avery, Deputy City Clerk
Mrs. Susan K. Reeder, Secretary

88-42
Welcome - Members of the Citizens' Review Panel

The Chairperson welcomed the following members of the Citizens' Review Panel; Mr. Thomas S. Casey, Mr. Mark Sproule-Jones and Mr. Robert Stanbury.

88-43
Discussion on the Report - recommendations

Mr. Mark Sproule-Jones spoke briefly on their Report on the Remuneration for the Mayor and Aldermen of the City of Hamilton dated 1988 March 22nd.

The Committee then asked numerous questions on this report.

Alderman R. Wheeler questioned the base salary used in the report as $12,558.00 rather than the current rate that Aldermen are receiving of $14,071.24. Alderman Wheeler further added that he feels a cost of living clause should have been included, the same as City employees get.

Mr. Mark Sproule-Jones responded by indicating that it was the view of the panel that no Council should set its own salary; but rather make guidelines for the next Council. He added that their recommendation gives a higher percentage for the beginning of the new Council than the current Council received when they began their term.

Mr. Stanbury indicated that the increase recommended is based on the average income of Hamiltonians for the past three years, according to Revenue Canada, rather than using a cost of living formula.

Alderman Hinkley indicated that he feels the panel did not address the question of the adequacy of the base salary of Council members; but rather reiterated the formula that was previously approved by City Council.

Alderman Murray questioned how the panel arrived at the worth of Council members' work.

Mr. Stanbury responded by indicating that a request had been sent from the panel through the City Clerk asking for written comments from Council members on this matter. Mr. Stanbury added that input was received from Alderman Cowell and Alderman Wheeler.

Alderman Wheeler indicated that in looking at the recommendation it would work out to a 1% increase per year over the next three years, and that he felt insulted at this rate.

Mr. Mark Sproule-Jones indicated that the recommendation is an increase of 16% over the last Council term.

Alderman Christopherson then went through the history of the salary review; its purpose and outcome, and summed up by saying that he fears that the recommendation before the Committee from the Panel Review will result in a lagging behind of Council salaries in three years' time, and that the future Council will have the same problem that was experienced prior to the establishment of a salary review.

Mr. Stanbury indicated that the role of Council members was not looked at in the light of inflationary rates or labour negotiations. Mr. Stanbury added that the recommendation of their panel, if adopted, would allow the candidates in the next election to stand on the salary rate as it will be for their term, if elected. He further added that the rate is based on the ability of a municipality to pay, i.e., the rate of the last three years of total personal income of Hamilton residents, according to Revenue Canada.

Alderman Christopherson indicated that he feels the role of Council member is a full-time commitment.

Some discussion ensued on that, and Mr. Stanbury added that the panel did not wish to take a stand on the role of a Council member being either full-time or part-time, since they did not wish to make statements that a part-time Council member is not doing a full job.

Mr. Mark Sproule-Jones added that in the panel's looking at the appropriate level for a Council member, it was felt that they could not base their decisions on the labour market, as the role of a Council member does not fit in that role; but is rather an elected position. He added that on a per capita basis Hamilton Council members are above the rate of other large municipalities, with the exception of Ottawa.

Further discussion also ensued on the recommendation and the role of Council members, and it was then moved by Alderman Christopherson, seconded by Alderman Smith and Carried to approve the following recommendation:

> "That the Report of the Salary Review Panel, dated 1988 March 22, as attached hereto and marked Appendix "A", containing the following recommendations, BE APPROVED:
>
> (a) before June 1, 1988, Council establish, effective December 1, 1988, for the next full term of office until November 30, 1991, salaries not exceeding $40,436.60 for the Mayor and $14,532.12 for each Alderman;
>
> (b) Council, if it sees fit, re-establish as of December 1, 1988, and maintain the traditional parity between Council members' fringe benefits and those of City employees generally, and adopt and maintain for Council members life insurance coverage, including options, available to City senior management.
>
> (c) Council and its successors continue to act in accordance with the recommendations in our previous report."

Recorded vote - Yeas: Alderman Kiss; Wheeler, Mayor Morrow; Alderman Christopherson; Alderman Smith

Nays: Alderman Ross

88-44 Adjournment

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN M. KISS, CHAIRPERSON,
PERSONNEL COMMITTEE

SUSAN K. REEDER, SECRETARY

Typed by G. Kerr.

2.

FOR ACTION

REPORT TO: Mr. E. A. Simpson, Secretary
Personnel Committee

FROM: K. A. Rouff, City Solicitor

DATE: 1988 March 18
COMM FILE:
DEPT FILE: 400-2.27
100-12.1

SUBJECT: Litigation Services - Ross and McBride

RECOMMENDATION

That the following accounts of Ross and McBride be paid:

(a) Services rendered from December 31, 1987 to January 29, 1988 in the amount of $9,838.75.
(b) Services rendered from January 29, 1988 to February 29, 1988 in the amount of $7,990.00.

FINANCIAL IMPLICATIONS *(IF NONE, STATE N/A)*

See above recommendation

BACKGROUND

Following the departure of Mr. Vickers on November 13, 1987 City Council authorized the hiring of the firm Ross and McBride, Barristers and Solicitors to provide services re the Legal Department litigation files.

Report #C-014-88

3a.

FOR ACTION

FROM Cheryl Lowe, Commissioner of Human Resources

DATE April 6, 1988

TO Chairman & Members of Personnel Commt

Refer To File No.

Attention Of

Your File No.

SUBJECT:

Classification of the position of Traffic Operations Technologist

RECOMMENDATION:

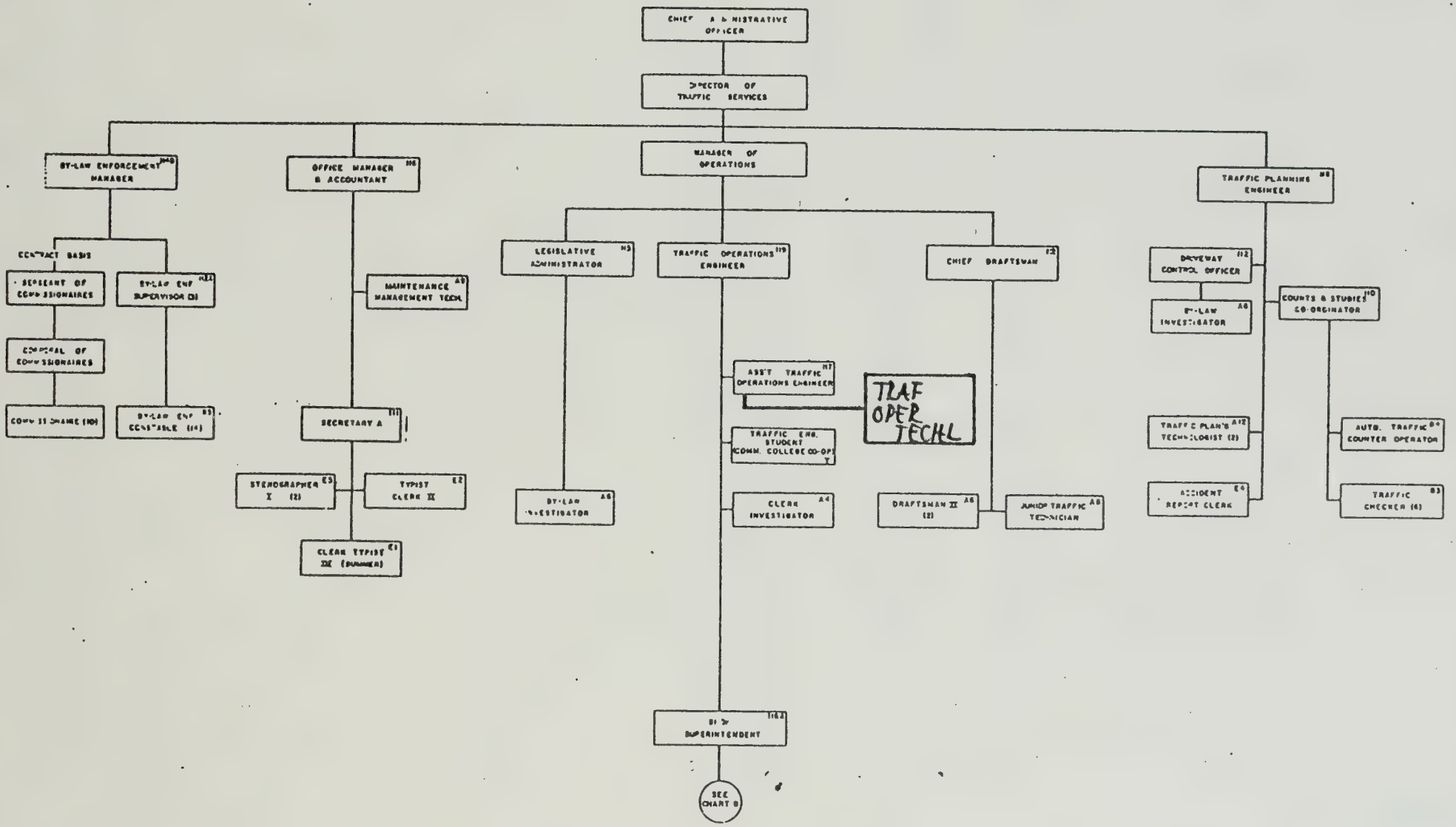
The classification for the Traffic Operations Technologist be an A-14 level within the C.U.P.E. Local 167 Administration Unit of the City of Hamilton.

A-14 Salary Schedule: $31,492.24 - $37,501.36 per annum

BACKGROUND:

This position was approved in the 1988 budget for the Traffic Dept. Based on analysis of this position and other existing positions, the above named classification was determined to be appropriate.

attachment



ORGANIZATION CHART	TRAFFIC DEPARTMENT	CHART A	NOVEMBER 1986

Report #C-016-88

3b.

FOR ACTION

FROM Commissioner, Human Resources Centre DATE April 12, 1988

TO Personnel Committee Refer To File No.

Attention Of

Your File No.

SUBJECT

Leave of Absence - Mr. W. Deeley - Public Works Department.

RECOMMENDATION:

That Mr. W. Deeley of the Public Works Department be granted a leave of absence, without pay, commencing April 4, 1988 for a period of 8 weeks.

BACKGROUND:

Mr. W. Deeley, in the Parks Division of the Public Works Department has requested a leave of absence for personal reasons. Mr. Pavelka, Director of Public Works, has agreed to recommend that the leave be granted. A copy of Mr. Pavelka's letter of March 28, 1988 is attached for your information.

attachment

MEMORANDUM • CITY OF HAMILTON

TO :	Mrs. Doreen Jones Manager of Personnel Services Human Resources Department	YOUR FILE:	
FROM :	J. G. Pavelka, P.Eng. Director of Public Works	OUR FILE :	88-1075L
SUBJECT :	**Mr. W. Deeley -** **Leave of Absence**	DATE :	1988 March 28

Enclosed is a copy of a letter dated March 21, 1988 from Mr. W. Deeley of our department, wherein he is requesting an eight week leave of absence from April 4, 1988 to May 30, 1988.

I am willing to recommend that this leave be granted to Mr. Deeley, as staff have discussed with Mr. Deeley and have confirmed that a leave of absence is appropriate.

I apologize for the short notice of this request and would appreciate anything you can do to process same.

J.G. Pavelka

RECEIVED
MAR 30 1988
HUMAN RESOURCES CENTRE

JGP:jh

Encl.

Report #C-015-88

3c.

FOR ACTION

FROM Commissioner, Human Resources Centre

DATE April 12, 1988

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT:

Leave of Absence - Ellen Arcas - Treasury Department

RECOMMENDATION:

The Human Resources Centre cannot support the request for Leave of Absence for Ellen Arcas of the Treasury Department. The reason is outlined in the background section of this report.

BACKGROUND:

Mrs. Ellen Arcas of the Treasury Department has requested a 17 week pregnancy leave.

Under the terms of the Collective Agreement with CUPE Local 167, an employee must be employed for a period of twelve months and eleven weeks immediately preceding the estimated date of delivery. Mrs. Arcas does not meet that requirement as her start date is January 21, 1988 and therefore, find outselves in the position of not being able to support Mrs. Arcas' request.

3d

FOR ACTION

FROM Ms. C. A. Lowe
Commissioner, Human Resources

DATE April 11, 1988

TO Personnel Committee

REFER TO FILE NO.

ATTENTION OF

YOUR FILE NO.

SUBJECT Appointments to and Terminations from both Permanent and Temporary Positions with the Corporation to April 8, 1988

RECOMMENDATION

As attached.

Signature

BACKGROUND

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Nancy Amaolo	Stenographer II	Fire	replacing Ms. Colleen Cullen - promoted	E-4	$397.31 per week	88/03/14
Ms. Marsha Atwood	Secretary-Hamilton Place	Hamilton Place division of H.E.C.F.I.	new position	8	$20,105.80 per annum	88/03/21
Ms. Daisy Auyeung	Finance Officer	H.E.C.F.I.	replacing Mr. Robert Fotheringham - transferred to Region	12	$28,000.00 per annum	88/03/21
Mr. Homer Babin	Traffic Serviceman/ Woman II	Traffic	replacing Mr. Frank Garofalo - resigned	A-3	$410.00 per week	88/02/08
Ms. Charlene Coutts	Legislative Assistant II	City Clerk's	replacing Ms. Lori Peddle - resigned	N	$30,321.72 per annum	88/03/14
Ms. Jeannine Flett	Receptionist-Typist	Convention Centre division of H.E.C.F.I.	replacing Ms. Margaret Mogford - promoted	5	$17,171.44 per annum	88/03/28
Mr. Peter Galinis	Lieutenant	Fire	additional staff	C-7	$43,881.02 per annum	88/03/27

Prepared 1988 April 8

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Joseph Gattozzi	Equipment Mechanic I	Central Garage division of Public Works	replacing Mr. Roy Stewart - deceased	D-14	$13.335 per hour	88/03/07
Ms. Heidi Geier	Administrative/ Accounting Clerk	H.E.C.F.I.	replacing Ms. Donna VanSickle - resigned	8	$21,913.12 per annum	88/03/07
Mr. John P. Glass	Lieutenant	Fire	additional staff	C-7	$43,881.02 per annum	88/03/27
Ms. Marilyn Kay	Housing Loans Officer	Community Development	replacing Mr. Ronald Deverson - on L.T.D.	A-9	$521.73 per week	88/03/21
Mr. Kenneth Knoflook	Lieutenant	Fire	additional staff	C-7	$43,881.02 per annum	88/03/27
Ms. Brenda A. Knox	Stenographer IV	Public Works	replacing Ms. Eileen Rezes - resigned	E-2	$339.51 per week	88/03/15
Ms. (Robin) Ruth E. Lane	Senior Property Officer/ Appraiser	Real Estate division of Property Department	replacing Mr. Gerard V. Keenan - retired	A-15	$659.99 per week	88/03/14

Prepared 1988 April 8

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Gordon Lepitre	Maintenance Supervisor (Preventative)	Central Utility Plant division of H.E.C.F.I.	replacing Mr. Mark Burtniak - resigned	15	$36,886.28 per annum	88/03/21
Mr. Stephen F. Morelli	Captain	Fire	replacing Captain Arthur Tinson - retired	C-8	$47,556.37 per annum	88/03/06
Ms. Jeanne Lise Pacey	Community Renewal Officer	Community Development	replacing Ms. Sylvia Renshaw - transferred to Region	A-9	$598.11 per week	88/03/28
Mr. Brad R. Park	Motor Mechanic	Central Garage division of Public Works	replacing Mr. Joe Gattozzi - promoted	D-17	$14.723 per hour	88/03/21
Mr. Ed Pavao	Program Organizer	Culture & Recreation	replacing Ms. Jeanne Pacey - promoted	A-7	$541.67 per week	88/03/28
Ms. Linda Raike	Clerk Typist III	City Clerk's	additional staff	E-1	$322.63 per week	87/10/13
Mr. Fred G. Reading	Lieutenant	Fire	replacing Lieut. Donald N. Girt - retired	C-7	$43,881.02 per annum	88/03/27

Prepared 1988 April 8

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Mara Ulga Rennie	Clerk-Title Searcher	Solicitor's	replacing Ms. Elaine Noonan - resigned	A-5	$438.55 per week	88/02/25
Mr. Brian Stark	Lieutenant	Fire	replacing Lieut. James D. Mitchell - promoted	C-7	$43,881.02 per annum	88/03/27
Mr. Robert James Swan	Manager, Property Maintenance Division	Property Maintenance division of Property Department	replacing Mr. Roy Gillespie - retired	G	$52,057.20 per annum	88/03/21
Ms. Irene Taravski	Senior Property Officer	Real Estate division of Property Department	replacing Mr. George B. Stewart - retired	A-15	$673.30 per week	88/03/21

Prepared 1988 April 8

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Mr. Roy Gillespie	Manager, Property Maintenance Division	Property Maintenance division of Property Department	retired	33 years & 11 months	88/04/29
Mr. John W. Johnston	Machinist	Central Garage division of Public Works	resigned	1 year & 9 months	88/03/11
Mr. Zenon Martyniuk	Zoning Examiner & Code Correlator	Building	retired	28 years & 10 months	88/03/31
Mr. Lindsay Nelson	Supervisor of Taxation	Treasury	retired	37 years & 10 months	88/04/08
Mr. Stephen Popovich	Garbage Truck Driver	Public Works	resigned	10 years & 10 months	88/03/18
Mr. George B. Stewart	Senior Property Officer	Real Estate division of Property Department	retired	9 years & 10 months	88/03/28
Ms. Jayne M. Tollefsen	Waterfront Project Co-ordinator	Community Development	resigned	10 years & 10 months	88/04/08

Prepared 1988 April 08

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO TEMPORARY POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE

NO APPOINTMENTS TO TEMPORARY POSITIONS AT THIS TIME

Prepared 1988 April 8

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM TEMPORARY POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE

NO TERMINATIONS FROM TEMPORARY POSITIONS AT THIS TIME

Prepared 1988 April 8

4.

REPORT OF THE PERSONNEL COMMITTEE

To The Council of The Corporation of the City of Hamilton.

Members of Council:

The Personnel Committee presents its FIFTH Report for 1988 and respectfully recommends:

1. That the Report of the Salary Review Panel, dated 1988 March 22, as attached hereto and marked Appendix "A", containing the following recommendations, BE APPROVED:

REFERRED BACK BY CITY COUNCIL 1988 March 29

(a) before June 1, 1988, Council establish, effective December 1, 1988, for the next full term of office until November 30, 1991, salaries not exceeding $40,436.60 for the Mayor and $14,532.12 for each Alderman;

(b) Council, if it sees fit, re-establish as of December 1, 1988, and maintain the traditional parity between Council members' fringe benefits and those of City employees generally, and adopt and maintain for Council members life insurance coverage, including options, available to City senior management.

(c) Council and its successors continue to act in accordance with the recommendations in our previous report.

Respectfully Submitted,

ALDERMAN M. KISS, CHAIRPERSON,
PERSONNEL COMMITTEE.

Susan K. Reeder, Secretary,
1988 March 28.

REPORT OF THE CITIZENS' REVIEW PANEL ON REMUNERATION FOR THE MAYOR AND ALDERMEN OF THE CITY OF HAMILTON

Panel

Thomas F. Casey
Mark Sproule-Jones
Robert Stanbury

March 22, 1988

Appendix "A" as referred to in Section 1 of the FIFTH Report of the Personnel Committee.

This report is made to Hamilton City Council in accordance with its resolution of January 12, 1988, as follows:

> The Hamilton and District Chamber of Commerce, the Hamilton and District Labour Council and McMaster University be requested to each appoint a person to sit on a Citizens' Review Panel should any of the original Panel members be unable to serve, to review the renumeration to be paid to the members of the City council that will be elected at the 1988 Municipal Election.
>
> NOTE: The appointing of such a panel, which is to be made in the month of January in an election year, is provided for in the Report of the Salary Review Panel which was adopted by City Council at its meeting held on October 28, 1986.

Procedure

On January 25, 1988, in a letter to the City Clerk, we outlined the process we proposed to follow and inviting comments from members of Council. We received comments from one member, Alderman Paul Cowell, by letter dated January 29, 1988. Copies of those letters are appended to this report.

On February 8, 1988, we requested the City Clerk to convey to members of Council and news media covering City Hall a statement inviting written submissions from members of Council and the general public. We received one written submission, from Alderman Reg Wheeler, by letter dated February 25, 1988. Copies of that statement and that letter are appended to this report.

Salaries

In our report of September, 1986, we recommended among other things that:

a) salaries for each new Council be set in advance for its full term of office by each outgoing Council before June 1 of each election year;

b) any increase in salaries of the Mayor and Alderman from the beginning of one term of office to the next should not exceed the percentage increase in total personal income of Hamilton residents during the latest three years reported by Revenue Canada, unless recommended by a Citizens' Review Panel appointed in January of an election year whose report is made public before April 1 of that year.

We reiterate these recommendations.

The total personal income of Hamilton residents during the latest

three years reported by Revenue Canada (1983-84-85) increased by 15.72%. Applying such a percentage increase to the Mayor's salary of $34,943.48 and an Alderman's salary of $12,558.00, as they were at the beginning of the current term of office, would produce maximum levels of $40,436.60 for the Mayor and $14,532.12 for each Alderman during Council's next term of office.

Benefits

In our previous report, we recommended no change in fringe benefits, and we note that Council has followed that recommendation. However, having reviewed benefit levels with the assistance of the Commissioner of Human Resources, Ms. Cheryl Lowe, we understand that Council members' benefits in at least one respect have fallen behind in their traditional relationship with those enjoyed by City employees generally, and that Council members' life insurance coverage does not accord with that of City senior management.

In our opinion, it is not unreasonable for Council to restore and maintain the traditional parity between its members' benefits and those of City employees, and for Council members to have access to life insurance on the same terms (including options for additional coverage at their expense) as available to City senior Management.

Recommendations

We recommend that:

1) before June 1, 1988, Council establish, effective December 1, 1988, for the next full term of office until November 30, 1991, salaries not exceeding $40,436.60 for the Mayor and $14,532.12 for each Alderman;

2) Council, if it sees fit, re-establish as of December 1, 1988, and maintain the traditional parity between Council members' fringe benefits and those of City employees generally, and adopt and maintain for Council members life insurance coverage, including options, available to City senior management.

3) Council and its successors continue to act in accordance with the recommendations in our previous report.

Respectfully submitted,

Thomas E. Casey

Mark Sproule-Jones

Robert Stanbury

March 22, 1988

January 25, 1988

DELIVERED BY HAND

Mr. E. A. Simpson
City Clerk
The Corporation of the City of
Hamilton
Hamilton, Ontario
L8N 3T4

Dear Mr. Simpson:

In accordance with City Council's request that we provide further advice on its members' renumeration for the next term of office, we would appreciate having Council's comments on the process we are considering before we adopt it.

We would propose to invite written submissions from members of Council and the general public by February 20, with a public opportunity during the first week of March for oral comments if desired by anyone who has made a submission in writing.

In keeping with the principle of openness which we stressed in our previous report, we do not contemplate conducting private interviews. However, before adopting our procedure we are prepared to consider any arguments of Council to the contrary.

We would appreciate it if Council could consider our proposed procedure at its next meeting, and if you could convey its comments to us immediately thereafter so we can take them into account in carrying out our assignment.

Sincerely,

Thomas F. Casey
Mark Sproule-Jones
Robert Stanbury

CITY COUNCIL
HAMILTON, CANADA

Alderman Paul Cowell

71 MAIN STREET WEST L8N 3T4 • (416) 526-2732 • RES. (416) 575-4139 — WARD 6

January 29, 1988.

Mr. Mark Sproule-Jones,
Mr. Thomas F. Casey,
Mr. Robert Stanbury,
McMaster Univeristy,
Department of Political Science,
1280 Main Street West,
HAMILTON, Ontario.
L8S 4M4.

Dear Sirs:

Further to your letter of January 25, 1988, I am expressing my concern over the method you intend to use to establish Council's salary for the 1989-1991 term.

It was my understanding, and clearly laid out in your study on the matter in 1986, that you have already recommended the process for determining future increases. The increases were to be based on the increases in total community income determined from analysis of Revenue Canada's statistics for the three year period of 1984 - 1986.

Could you please explain why you are deviating from your recommendations and are now requiring written submissions from Members of Council and the general public along with oral comments from the public regarding this matter.

Even though I was one who did not agree with your original recommendations, I would urge you, in good faith, to proceed with the methods you proposed in your original study document.

Yours very truly,

Paul Cowell

Paul Cowell.

PC:njb

In accordance with Hamilton City Council's request that we provide further advice on its members' renumeration for the next term of office, we invite written submissions from members of Council and the general public through the City Clerk until February 20, 1988. A public opportunity for supplementary oral comments will be offered to any who request it in a written submission.

February 8, 1988

Thomas F. Casey
Mark Sproule-Jones
Robert Stanbury

CITY COUNCIL
HAMILTON, CANADA

Alderman Reg Wheeler

71 MAIN STREET WEST L8N 3T4 • (416) 526-2732 — WARD 5

February 25, 1988

Members, Salary Study Committee

Dear Sirs:

At a recent meeting of the Legislation Committee, the subject of 'Insurance Coverage for Elected Officials' came up for discussion. It was pointed out to that committee that this had been made a part of your report last year. Since your group had dealt with it at that time and council had accepted your report, it was felt that we could do nothing about it without damaging your whole report.

Since you are allowing others to make presentations to your committee, I felt I should come forward at this time.

The reason I want to speak is not on my behalf, but on behalf of those Members of Council who have no other job but their Aldermanic position.

These people have dependants and for that reason, should be protected to a far greater extent than they are at present.

Council allows the Department Heads and Deputies to have 2 1/2 times their salary with the added advantage of paying for 1/2 times out of their own pocket. The guideline for a Member of Council is 1 1/2 times his salary.

Picture in your mind what salaries our Department Heads make per annum...$60,000.00 - $80,000.00 times 2 1/2 is certainly a great deal for them.

Picture what 1 1/2 times and Alderman's salary does for them!! I don't really think that is fair to the elected people.

I remember what happened when Vic Copps had his terrible misfortune. If it hadn't been for a fund-raising plan by some strong supporters, I don't know what his family would have done.

I am in a fortunate position of having worked at Dofasco where they have great built in insurance coverage for their employees, therefore, I am not speaking for myself. I am speaking for are the families of the dedicated people who put themselves forward at election time who, once elected, seem to forget about those so dear to them at home.

If anything happens to them while they are in office, their families should not have to carry the burden. While that person is in office, his/her family carries a big enough burden.

Yours sincerely,

Reg. Wheeler

Reg Wheeler
Alderman, Ward 5

RW:NB

c.c. - Mr. Mark Sproule-Jones
McMaster University
Department of Political Science
1280 Main Street West
Hamilton, Ont. L8S 7M4

- Mr. Robert Stanbury
c/o Inch, Easterbrook and Shaker
1 King Street West
P.O. Box 783
Hamilton, Ont. L8N 3M8

- Mr. Thomas F. Casey
Hamilton-Brantford Building Trades Council
688 Queensdale Avenue East
Hamilton, Ont. L8V 1M1

ALDERMAN WILLIAM M. McCULLOCH
CHAIRMAN, POLICE COMMISSION
VICE-CHAIRMAN, EXECUTIVE COMMITTEE

CITY COUNCIL
HAMILTON CANADA

CITY HALL
71 MAIN STREET WEST L8N 3T4
(416) 526-2730
1005/17 ROBINSON STREET L8P 1Y6
(416) 525-6647

4a

MEMORANDUM:

TO: Members
Hamilton City Council

FROM: Alderman Wm. McCulloch

DATE: April 19, 1988

RE: **FIFTH REPORT OF THE PERSONNEL COMMITTEE**

I do not recall ever feeling so uneasy about a City Council resolution as that contained in the **FIFTH** Report of the Personnel Committee and I appreciate Council's referral back of the report in order that the relevant facts and their implications can be reconsidered.

WM:nb

TIMING

There is no question that the matter of what is an appropriate salary adjustment and when it should be taken, are the most difficult decisions a politician must come to grips with; more so, it seems, at the municipal level than the provincial and federal. But because it is difficult is no reason that the responsibility should be given to others to make that decision for us. In effect to allow us to say "Hey don't blame us, we didn't do it, they did it, go tell them".

In hindsight, the Coopers & Lybrand report should not have been one of the first orders of business this Council had to deal with after it took office; particularly when half of the alderman (8 out of 16) did not serve on the previous Council which had decided to commission a consultant's study to evaluate the status of councillors' salaries.

This points out what should be a self-evident fact: that any adjustments should not be developed and then handed to the new Council to decide; nor should adjustments be put in place by a previous Council to become effective on the first day of a new Council. Rather, changes should be dealt with midterm after a Council has had adequate time to assess the work and responsibilities of their office. Then the Council can make decisions which have some time to run and accept responsibility for them. If a Council has so misjudged the fairness and acceptability of the changes they become matters of moment at election time then the changes should quite properly become an election issue.

The fact the salary review panel has recommended that anything to do with salaries should take place at election time is a naive approach to the realities of politics. It is a no win situation for a new Council whether its faced with the fact of what a previous Council has put in place as of their first day in office (as is proposed in the FIFTH Report); or the old Council has, without the knowledge or input of the new Council, recommended it address the issue as a first order of business (as happened to us with Coopers & Lybrand).

If this Council does nothing else, it should not send forward to the next Council <u>any</u> directions or instructions as to how to deal with its salary.

This Council, after two years experience, should make any decisions for itself and put those decisions in place during this term. It seems terribly unfair to tell a future Council what they should accept with one day's experience while after some two years in office we don't accept them.

For the reasons above, and they could be enlarged on, I strongly recommend that the FIFTH Report be denied in order to give the next Council a free hand to move at its own pace and its own good time to deal with any changes to their own salaries as they see fit. Certainly we should not lock them into using an outside body to decide their salaries for them, (such as a Salary Review Panel).

I would then hope that our Council moves to put its recommendations in place as of 1st December, 1987, the beginning of our third year, rather than 1st December, 1988, the first day of the new Council. The recommendations may be either those contained in the FIFTH Report, with revised date, or the recommendations contained near the end of this submission.

FULL OR PART TIME

If there ever had been a question whether the work of an alderman was full or part time, it was answered for most people in 1974 with the creation of the Hamilton-Wentworth Region. This act nearly doubled the number of meetings and the related ancillary work load.

If there was still a lingering doubt amongst some as to whether an alderman's responsibilities extended well beyond a full work week, it was finally dispelled in December, 1980 when the Board of Control was abolished and the Council was reduced in size by 20%. At that time, the responsibilities of the controllers were passed on to the sixteen alderman.

Since the normal work week for inside workers is 35 hours and the shortest work week of the sixteen alderman is 42 hours, increasing to as much as 60 hours, it is very difficult to understand how the Salary Review Panel could arrive at the conclusion that, "the definition of an elected office as full-time or part-time is and should remain each candidates option and the electors' choice".

No one running for office can realistically be expected to state to the electors he will give only part-time service to his civic duties; nor can it be imagined that the electors are going to say to the candidates that they only require part time representation and therefore will be voting for only those who will be available for meetings and constituency work on a part-time , catch-as-catch-can-basis. In any case, since soon after taking office the new councillor will very quickly find that he cannot give only part-time service and still attend to all his duties, the panels' observation is moot.

This whole matter was well covered in the Coopers & Lybrand report which decided the position was indeed full time and proceeded to develop the reasons for this decision, (including in depth interviews with eight members of Council).

While some people seeking public office may have no family to support; and some may have private incomes; or some may work for large affluent companies which underwrite their time off - the vast majority of people who will and should seek public office are those who have little or no outside source of income. Their councillor's salary will be their only income when they quit their job or take leave of absence to serve on Council.

The remuneration for an elected councillor must be considered more than an honorarium and an elected councillor cannot be compared to a volunteer as the Salary Review Panel suggests.

At no time does the Salary Review Panel make any acknowledgement of the eroding value of the aldermens' salary in real terms.

In only one of the fourteen years (1979) was the salary adjusted to catch up with the CPI (Consumers Price Index). The result is that the aldermens'salary in 1988 is some $5,500 below what it would need to be to equal what it was in 1974; not to mention all the lost income in each year but 1979.

The Salary Review Panel states "the best guide for such adjustment is the example set by Regional Council". The Regional Council, in adopting the recommendation of report 8-86 of the Finance and Personnel Committee adopted a formula to annually adjust the salaries at the lesser of CPI or 5% each December 1st. Yet the Salary Review Panel then proceeds to contradict itself by saying, "We <u>do not</u> favour an automatic annual formula increase", which is diametrically contrary to what the Region had done. The panel does not address this contradiction in its March, 1988 report.

STATISTICS

Attached, are a number of tables and charts which will point out the situation as it affects City Councillors.

TABLE I

Shows a comparison of salaries since 1974 with both the Consumer Price Index (CPI) and what our own Inside Workers (Local 167) have received. The figures speak for themselves. The simple reason for the discrepancy between 1974 and 1988 is that little or no provision was made over the fourteen years to keep pace with inflation. If each Council had done no more each year than take the cost of living equal to CPI and/or Local 167 - this matter would not be before us today.

As mentioned earlier, in only one year (1979) did the aldermen's salary catch up with the CPI. By 1988, if the aldermen were to receive the same pay in purchasing power they had in 1974, the adjustment would have to be approximately $5,500.

CHARTS IIa AND IIb

These are graphic displays of the same figures shown in Table I but they more clearly show the discrepancies which have occurred and will continue unless some adjustments are made in real income.

TABLE III

This gives the cost per year to each resident of Hamilton for the Mayor's salary (thirteen cents). By listing the similar per capita cost for each of the Mayors of the other five regional municipalities, it is apparent there is a striking difference in costs per citizen which shows how little, relatively, the Mayor of Hamilton is receiving.

TABLE IV

This table provides a similar per capita cost per year for each councillor (seventy-three cents). To put this in perspective, the cost per capita for councillors in each of the five other regional municipalities is compared to a City alderman.

REASONS FOR THE RECOMMENDATIONS

There are two recommendations. The first is exactly what the members of City Council unanimously supported in 1986 at the Region. It eliminates the most vexing problem previous councils have had to deal with over the years: the regular adjustment of salaries to keep abreast of inflation.

In the FIRST Report of the Personnel Committee Item (2) there was a partial attempt to address this problem but for one year only. It is not referred to in the FIFTH Report and therefore leaves the next Council in the same dilemma as previous Councils.

Since the members of City Council felt this formula was acceptable as regional councillors, there should be no difficulty in accepting a similar formula at the City level. If this carries, then it would replace Item (2) of the FIRST Report which should be rescinded. There will be little or no difference in figures - it merely makes the recommendation continuous as at the Region.

The second recommendation, based on all the facts and figures presented in this report attempts to come to grips with the gradual loss of real income because of the failure to keep up with inflation.

The choice of the recommended salaries is somewhat subjective and admittedly a saw-off. Theoretically, any year could have been selected up to the 1988 CPI equivalent. It seemed not unreasonable to pick the year 1985 when this Council began. As this is considerably below the Coopers & Lybrand Report recommendation for aldermen ($20,216) or the Local 167 current equivalent ($20,445), it cannot be considered as moving to the highest level available.

Since this increase becomes effective in the third year of our three year term, it is equivalent to an annual increase of $1,132 per year for the aldermen and $5,581 per year for the Mayor.

RECOMMENDATIONS

The Personnel Committee presents its SIXTH Report for 1988 and respectfully recommends:

(a) That the formula to annually adjust the salaries of the Mayor and Aldermen based on December 1st date as the lesser of 5% or the annual increase in the Consumer Price Index of the 12 months of the proceeding year BE APPROVED effective 1st December, 1987. and,

(b) That a one time salary adjustment be made to the Mayor and Aldermen salaries equal to the equivalent of the 1985 CPI:

Mayor: $55,898.ØØ

Aldermen: $17,468.ØØ

and that these adjustments become effective 1st, December 1987.

COSTS

Item (1) of the recommendation has already been approved by Council; this only recommends annualization and adds no cost.

Item (2) will cost a total of $71,Ø97. The City Treasurer advises this amount could come out of the Contingency Account.

NOTE: This amount represents five one hundredths of one percent of the City's budget and would be equivalent to a cost of two cents a year for each Hamiltonian.

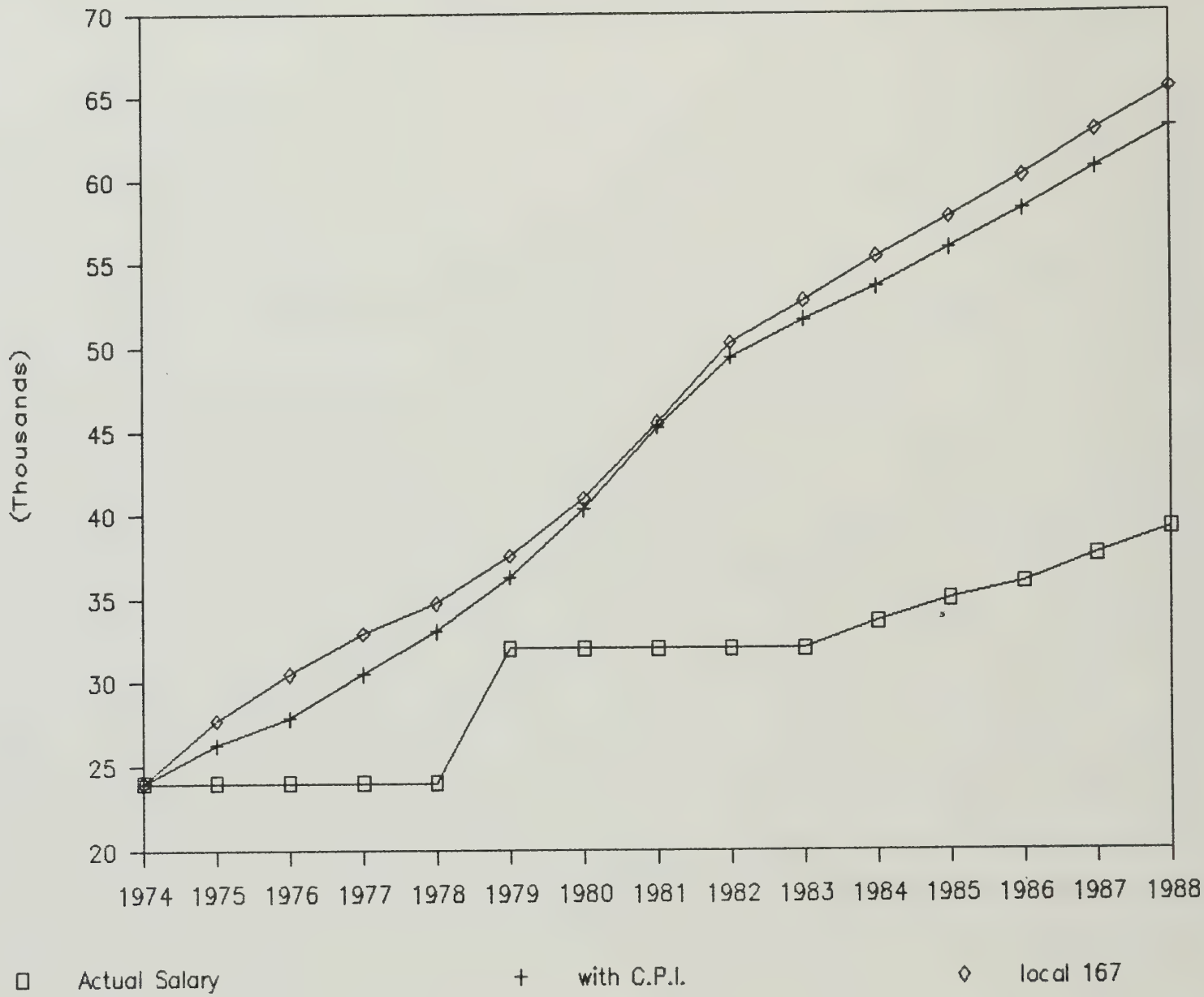
COMPARISON OF MAYOR AND ALDERMEN'S SALARIES WITH CONSUMER PRICE INDEX AND STAFF INCREASES FROM BASE YEAR 1974 TO 1988

	MAYOR			ALDERMAN		
	Actual Salary (1)	with C.P.I. Increases (2)	with Local 167 Increases (3)	Actual Salary (4)	with C.P.I. Increases (5)	with Local 167 Increases (6)
1974	24,000	24,000	24,000	7,500	7,500	7,500
1975	24,000	26,287	27,696	7,500	8,215	8,655
1976	24,000	27,840	30,466	7,500	8,700	9,520
1977	24,000	30,475	32,903	7,500	9,523	10,282
1978	24,000	33,021	34,713	7,500	10,319	10,848
1979	32,000	36,259	37,531	11,500	11,331	11,728
1980	32,000	40,317	40,962	11,500	12,599	12,800
1981	32,000	45,194	45,467	11,500	14,123	14,208
1982	32,000	49,382	50,241	11,500	15,432	15,700
1983	32,000	51,626	52,753	11,500	16,133	16,485
1984	33,600	53,568	55,391	12,075	16,740	17,310
1985	34,943	55,898	57,745	12,558	17,468	18,045
1986	35,957	58,231	60,199	12,922	18,197	18,812
1987	37,575	60,674	62,908	13,504	18,961	19,659
1988	39,153	63,100 (est.)	65,425	14,071	19,719 (est.)	20,445

1988 April 15

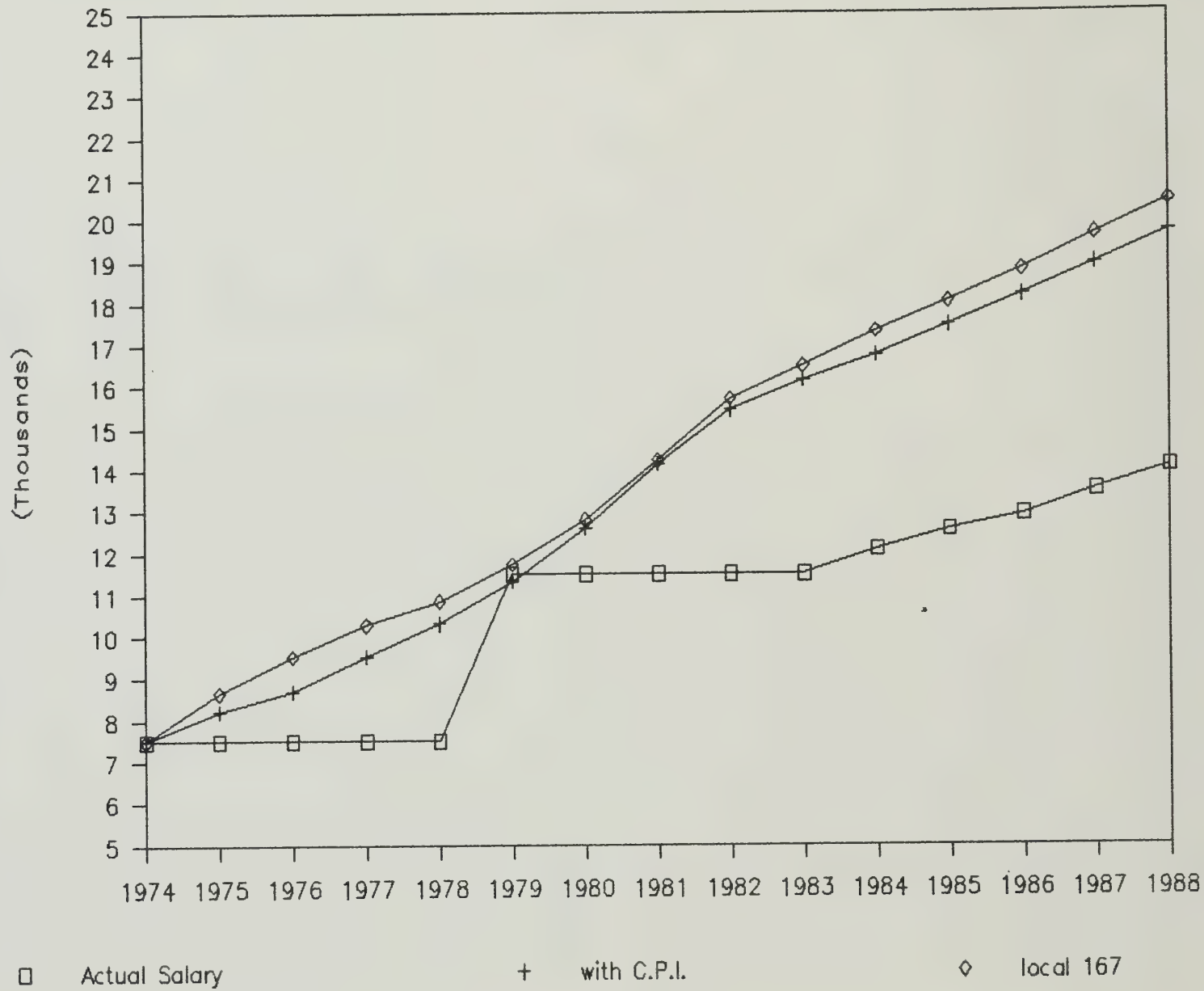
Comparison of Mayor's Salary

with C.P.I. and staff increases



Comparison of Aldermen's Salary

with C.P.I. and staff increases



COMPARISON OF 1988 SALARIES FOR MAYORS IN THE HAMILTON-WENTWORTH REGION

Municipality (1)	Population (2)	Mayor Salary (3)	Mayor Per Capita (4)
Hamilton	308,000	$39,153	$.13
Ancaster	17,000	10,410	.61
Dundas	20,000	14,015	.70
Flamborough	26,000	10,387 *	.40
Glanbrook	10,000	9,360	.94
Stoney Creek	42,000	14,673	.35

* 1987 rates plus 4% estimated.

1988 April 18

COMPARISON OF 1988 SALARIES
FOR LOCAL COUNCILLORS IN THE HAMILTON-WENTWORTH REGION

Municipality (1)	Number of Councillors (2)	Population (3)	Average Population per Councillor (3/2) (4)	Councillor's Salary (5)	Per Capita (5/4) (6)
Hamilton	16	308,000	19,250	$14,071	$.73
Ancaster	6	17,000	2,833	8,328	2.94
Dundas	8	20,000	2,500	8,260	3.30
Flamborough	9	26,000	2,888	6,722 *	2.33
Glanbrook	6	10,000	1,666	6,842	4.11
Stoney Creek	7	42,000	6,000	8,054	1.34

* 1987 rates plus 4% estimated.

1988 April 18

INFORMATION ITEMS FORWARDED TO MEMBERS OF THE PERSONNEL COMMITTEE - 1988 APRIL 15TH

CHIEF ADMINISTRATIVE OFFICER

1. Approval of Accounts in Current Budget

CITY SOLICITOR

2. Articling Students

COMMISSIONER OF HUMAN RESOURCES

3. (a) Municipal Employment Equity Programme

   (b) Labourer, Parking Authority

FIRE CHIEF

4. 1987 Annual Report - Hamilton Fire Department

FOR INFORMATION

REPORT TO: Personnel Committee

FROM: Lou Sage
Chief Administrative Officer

DATE: 1988 March 24
COMM FILE:
DEPT FILE: 226-0001

SUBJECT:
Approval of Accounts in Current Budget

BACKGROUND

This refers to the matter of approval of accounts included in the Current Budget.

The Department Head approval is $5,000, C.A.O. $5,000 to $10,000 anything above $10,000 requires the approval of a Standing Committee and Council.

I am asking the City Solicitor to approve the attached account as it falls within his jurisdication.

cc Mr. K. Rouff
Mr. E. Matthews
Mr. E. Simpson

2.

MEMORANDUM • CITY OF HAMILTON

MAR 28 1988

TO : Mrs. Cheryl A. Lowe,
Commissioner,
Human Resources Centre

YOUR FILE:

FROM : K. A. Rouff,
City Solicitor

OUR FILE : 400-3.28

SUBJECT : Articling Students

DATE : 1988 March 25

Last March, we requested the replacement of one of our student lawyers. To date, this position remains vacant. On October 1, 1987, another position became vacant for a student and we requested a replacement. These two positions remain unfilled, notwithstanding the fact that according to your memo dated February 8, 1988 you had placed a request to a number of law schools.

If the difficulty arises from the fact that the remuneration is too low to attract students, then I suggest that you might consider taking up this matter with the Personnel Committee.

K. A. Rouff,
City Solicitor.

KAR:js

c.c. Chairman and Members,
Personnel Committee
Attn: Mrs. S. K. Reeder,
Secretary

3a.

FOR INFORMATION

FROM Commissioner, Human Resources Centre DATE March 17, 1988

TO Personnel Committee Refer To File No.

Attention Of

Your File No.

SUBJECT

Municipal Employment Equity Program.

BACKGROUND

In accordance with existing legislation, the Corporation of the City of Hamilton has committed itself to an Employment Equity Program. This Program is intended to assist in the development and implementation of employment opportunities within the City of Hamilton.

The Human Resources Centre applied for and received funding from the Province under this Program for 1988. This funding is being utilized to assist the Department in employment equity issues in the following areas:

- To compile and update an annual audit to determine the representation and distribution of women in the workforce.
- To sit on the Employment Equity Task Force.
- To maintain statistics; i.e., Applicant Tracking Forms, Workforce Surveys and Annual Reports.
- To establish training programs. Several programs have been established and delivered (Selection and Recruitment, and Human Rights Compliance). Work is required in the development of a two day workshop on Managing Employment Equity and Harassment in the Workplace.
- To conduct a Workforce Survey of Regional employees to determine the representation and occupational distribution of target group members.

...2...

- To conduct a study on contract compliance.
- To implement and update an automated system to establish an employment equity data base.
- To design brochures and posters.
- To assist departments with job interviews.
- To deal with Harassment/Discrimination issues in the workplace.
- To act as a resource person to the Mayor's Race Relations Committee.

A copy of the correspondence received from the Ministry of Municipal Affairs is attached.

Chief Joe

Attachment

Ontario

Office of the Minister
Bureau du ministre

Ministry of Municipal Affairs
Ministère des Affaires municipales

17th floor
777 Bay Street
Toronto, Ontario
M5G 2E5
(416)585-7000

777, rue Bay
17e étage
Toronto (Ontari
M5G 2E5
(416)585-7000

January, 1988

To the Head of Council and the Municipal Clerk:

I am pleased to forward to you the 1988/89 guidelines for the Municipal Employment Equity Program. Under this program, the Province will provide grants to assist you in developing and implementing an employment equity program for your municipality. The intent of the program is to encourage municipalities to increase the number of women in their work forces and to provide educational and developmental opportunities for women employees.

The program has four elements. Funding ranges up to $41,000 over two years to develop employment equity programs and up to $40,000 over two years to implement such programs. In addition, there is funding of up to $22,000 over two years for an internship feature of the program which is intended for recent female graduates of a college or university who are placed in non-traditional work areas. Lastly, the Province will provide technical assistance which you may require to participate in the Program. This includes funding for travel and accommodation by municipal employment equity staff for participation in employment equity network meetings and training programs. I invite you to read the attached guidelines for further details of each of these program elements.

I strongly urge you to participate in this program. Local government can play a major role in encouraging awareness of employment equity and in providing equal opportunities for women.

Should you require assistance in preparing a proposal for participation in the program or if you have any questions concerning the program guidelines, please call Subsidies Branch of this Ministry at (416) 585-6187.

Yours sincerely,

John Eakins
Minister
MPP, Victoria - Haliburton

3b

FOR IFORMATION

FROM Commissioner, Human Resources Centre

DATE April 12, 1988

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT:

Labourer, Parking Authority.

BACKGROUND:

Relative to the question which arose at the Personnel Committee of March 23, 1988 regarding the appointment to a position of Labourer with the Parking Authority, we wish to advise that the position was one of 3 positions approved by the Parking Authority on September 16, 1987 with respect to the new "Parkade".

We are advised that the new "Parkade" was in the 1987 budget.

4.

FOR INFORMATION

REPORT TO: Personnel Committee
Attention Alderman Mary Kiss, Chairman

FROM: Chief L. G. Saltmarsh

DATE: April 12, 1988
COMM FILE:
DEPT FILE: 1.3.14.

SUBJECT:

Hamilton Fire Department 1987 Annual Report

Coded separately
CA4ONHBLR16
A56

BACKGROUND

This report is submitted as required by Bylaw 68-34 (as amended), Section 4 (5).

L.G. Saltmarsh

THE CORPORATION OF THE CITY OF HAMILTON
City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

1988 May 20th

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1988 May 25th
9:00 o'clock a.m.
Room 233, City Hall

Susan K. Reeder

SKR/gk

Susan K. Reeder, Secretary

NOTE: As there are a number of In Camera issues to discuss, the Committee will deliberate on these items commencing at 9:00 o'clock a.m.

AGENDA

1. Minutes of the meeting held Wednesday, 1988 April 20th

Manager of Purchasing

2. Purchase of Fire Fighter Bunker Suits

Commissioner, Human Resources

3. Revision of Education Policy

4. Reorganization - Legal Department

5. Remuneration - Articling Students

6. Classification of the position - Horticultural Technical Assistant, Department of Public Works - Parks/Horticulture Section

7. Reclassification of the position of Supervisor - Gift Shop, Dundurn Castle, Department of Culture and Recreation

8. Appointments and Terminations from both Permanent and Temporary Positions with The Corporation to 1988 May 13th

<u>Director of Public Works</u>

9. Reorganization - Streets and Sanitation Division

10. Other Business

11. Adjournment

Wednesday, 1988 April 20th
9:00 o'clock a.m.
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman R. Wheeler, Acting Chairman
Alderman J. Smith
Alderman B. Hinkley
Alderman D. Christopherson
Alderman H. Merling
Alderman D. Ross
Alderman W. McCulloch

Regrets: Alderman M. Kiss, Chairperson - Mohawk College Board of Governors' Seminar)
Mayor Robert M. Morrow

Also present: Alderman G. Copps
Alderman T. Murray
Alderman P. Cowell
Mr. L. Sage, Chief Administrative Officer
Ms. C. Lowe, Commissioner of Human Resources
Mrs. D. Jones, Manager of Personnel Services
Mr. T. Critelli, Manager of Wage and Salary Administration
Mrs. Susan K. Reeder, Secretary

Minutes - 1988 March 23 1988 March 28

The Committee was in receipt of the minutes of their meetings held Wednesday 1988 March 23rd and Monday 1988 March 28th. Moved by Alderman Ross, seconded by Alderman McCulloch and Carried to adopt these minutes.

Alderman Christopherson indicated that he was briefly in attendance at the Special In Camera meeting of the Personnel Committee held Wednesday 1988 April 6th, and requested that he be marked in attendance.

1987 Annual Report - Hamilton Fire Department

The Committee was in receipt of the 1987 Annual Report of the Hamilton Fire Department. Chief Saltmarsh was in attendance at the meeting to present this report.

The Chief drew the Committee's attention to mention in his report of several of his personnel who have received Firefighter Awards. He indicated to the Committee that it would be appreciated by these firefighters that the City also recognizes them.

Some discussion ensued on the recorded number of "accidental alarms", and the Chief addressed the causes which would come under this category.

Alderman Wheeler indicated to the Chief that he would like to see programming to educate children and parents not to play with fire-causing devices, i.e., matches. The Chief indicated to the Committee that this is part of their public education and awareness programme and concurred in the need for this.

The Committee then agreed to receive the 1987 Annual Report of the Hamilton Fire Department and thanked Chief Saltmarsh for presenting this report to them.

Payment of accounts - Ross and McBride- Litigation services

The Committee was in receipt of a report from the City Solicitor dated 1988 March 18, respecting the payment of accounts to Ross and McBride for litigation services.

Moved by Alderman Ross, seconded by Alderman Smith and Carried to approve the following recommendation:

That the following accounts of Ross and McBride be paid:

(a) Services rendered from 1987 December 31, to 1988 January 29, in the amount of $9,838.75.

(b) Services rendered from 1988 January 29, to 1988 February 29, in the amount of $7,990.00.

Note: Following the departure of Mr. Vickers on 1987 November 13, City Council authorized the hiring of the firm of Ross and McBride, Barristers and Solicitors, to provide services re the Legal Department litigation files.

Classification - Traffic Operations Technologist

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 April 6, respecting the classification of the position of Traffic Operations Technologist.

Moved by Alderman Ross, seconded by Alderman Merling and **Carried** to approve the following recommendation:

That the classification for the Traffic Operations Technologist be an A-14 level within the C.U.P.E. Local 167 Administration Unit of the City of Hamilton.

Note: A-14 Salary Schedule: $31,492.24 - $37,501.36 per annum. This position was approved in the 1988 Budget for the Traffic Department. Based on analysis of this position and other existing positions, the abovenamed classification was determined to be appropriate.

Leave of absence - Mr. W. Deeley, Public Works Department

The Committee was in receipt of a report from the Human Resources Centre dated 1988 April 12, respecting a leave of absence for Mr. W. Deeley of the Public Works Department.

Some discussion ensued on what the criteria used for granting leave of absences, and it was then moved by Alderman Ross, seconded by Alderman Christopherson and **Carried** to approve the following recommendation:

That Mr. W. Deeley of the Public Works Department be granted a leave of absence, without pay, commencing April 4, 1988 for a period of eight (8) weeks.

Leave of absence - Mrs. E. Arcas, Treasury Department

The Committee was in receipt of a report from the Human Resources Centre dated 1988 April 12, respecting a leave of absence for Ellen Arcas, Treasury Department.

Moved by Alderman Ross, seconded by Alderman Merling and **Carried** to approve the following recommendation:

That the request for leave of absence for Ellen Arcas of the Treasury Department be **denied**.

Note: Mrs. Ellen Arcas of the Treasury Department has requested a 17-week pregnancy leave.

However, under the terms of the Collective Agreement with C.U.P.E. Local 167, an employee must be employed for a period of twelve months and eleven weeks immediately preceding the estimated date of delivery. Mrs. Arcas does not meet that requirement as her start date is January 21, 1988, and therefore the Human Resources Centre is not able to support Mrs. Arcas' request.

Appointments to and Terminations from both Permanent and Temporary Positions with The City of Hamilton to 1988 April 8

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 April 11, respecting the Appointments to and Terminations from both Permanent and Temporary Positions with The Corporation of the City of Hamilton to 1988 April 8th.

Moved by Alderman Ross, seconded by Alderman Christopherson and Carried to approve the following recommendation:

> That the Appointments to and Terminations from both Permanent and Temporary Positions with The Corporation of the City of Hamilton to 1988 April 8, as set out in the pages attached hereto and marked Appendix "A", be approved.

Report of Salary Review Panel

The Committee was in receipt of information from the Secretary advising that City Council, at its meeting held Tuesday, 1988 March 29th had Referred Back the Fifth Report for 1988 of the Personnel Committee respecting the Report of the Salary Review Panel.

The Committee was also in receipt of a Report from Alderman W. McCulloch dated 1988 April 9th respecting this Fifth Report of the Personnel Committee.

Alderman McCulloch introduced his report and indicated that he was prepared for questions on this report.

Considerable discussion ensued on this report and the issue of Council members' salaries, with numerous Committee members as well as other Aldermen making comments on this matter.

The Committee then approved the following recommendation:

(a) That the formula to annually adjust the salaries of the Mayor and Aldermen based on each December 1st date, as the lesser of 5% or the annual increase in the Consumer Price Index of the 12 months of the preceding year, BE APPROVED effective 1987 December 1st; and

(b) That a one-time salary adjustment be made to the Mayor and Aldermen'salaries equal to the equivalent of the 1985 Consumer Price Index as follows:

(i)	Mayor:	$55,898.00
(ii)	Aldermen:	$17,468.00

and that these adjustments become effective 1987 December 1st.

(c) That the Finance Committee recommend the method of financing the amount of $71,097. resultant from the one-time salary adjustment referred to in Section (b) above.

<u>Note:</u> Section (a) of the above-noted recommendation has already been approved by Council; however, adoption of this section will effect annualization of this formula.

The formula referred to in Section (a) of the above-noted recommendation has been applied and incorporated into the one-time salary adjustment referred to in Section (b).

Section (b) of the above-noted recommendation will cost a total of $71,097. The City Treasurer has advised that this amount could come out of the Contingency Account.

This one-time salary adjustment represents five-one-hundredths of one per cent of the City's 1988 budget and would be equivalent to a cost of one cent a year, per Council member, for each Hamiltonian.

A recorded vote was taken on Sections (a) and (b) as follows:

Section (a) - Recorded vote:

YEAS: Aldermen Wheeler, Hinkley, Ross, McCulloch, Merling

NAYS: Alderman Christopherson - CARRIED.

Section (b) - Recorded vote:

YEAS: Aldermen Smith, Hinkley, McCulloch, Ross, Merling

NAYS: Aldermen Christopherson, Wheeler - CARRIED.

Municipal Employment Equity Programme

The Committee was in receipt of an information report from the Commissioner of Human Resources Centre dated 1988 March 17, respecting the Municipal Employment Equity Programme. The Committee agreed to receive this information report.

Labourer, Parking Authority

The Committee was in receipt of an information report from the Commissioner of Human Resources dated 1988 April 12, respecting Labourer, Parking Authority. The Committee agreed to receive this information report.

In Camera

Moved by Alderman Ross, seconded by Alderman Smith and Carried to move In Camera.

Adjournment

There being no further business in the regular meeting agenda, the Committee then adjourned.

Taken as read and approved,

ALDERMAN R. WHEELER, ACTING CHAIRMAN
PERSONNEL COMMITTEE

Susan K. Reeder,
Secretary.

1988 April 20th

Typed by G. Kerr.

FOR ACTION

MAY 3 1988

2.

REPORT TO: MRS. S. K. REEDER, SECRETARY
PERSONNEL COMMITTEE

FROM: MR. T. BRADLEY, MANAGER
PURCHASING

DATE: 1988 April 28
COMM FILE:
DEPT FILE:

SUBJECT: PURCHASE OF FIRE FIGHTER BUNKER SUITS

RECOMMENDATION
That a purchase order be issued to Starfield Safety Wear Manufacturing Co., Toronto in the amount of $94,500 including applicable taxes, for the supply and delivery of Fire Fighter Bunker Suits in accordance with specifications issued by the Manager of Purchasing and Vendor's proposal:

NOTE: Lowest acceptable of three (3) proposals received. Funds provided in Protective Clothing - Bunker Suits Account #0341-0129.

T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)
See above RECOMMENDATION

BACKGROUND - Tender Analysis

Starfield Safety Wear, Toronto	$94,500.00 *
LaFrance, Elmira, New York (price includes exchange, duty, freight & PST)	$95,231.00
Pyrotex, Lasalle, Quebec	$89,372.00

Lowest acceptable based on examination of samples by the Fire Safety Committee.

Fourteen suppliers were requested to bid

3.

FOR ACTION

FROM Cheryl A. Lowe, Commissioner
Human Resources Centre

DATE 1988 March 25

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Revision of Education Policy

RECOMMENDATION

That City Council approve the revised Tuition Reimbursement Policy as attached.

BACKGROUND

In August, 1972, City Council adopted it's education policy and it currently reads as follows:

"That where employees of the Corporation undertake courses which are considered by the Head of the Department to have direct benefit with respect to the duties of the employee, and where employees are urged by the Head of the Department to take courses, that the City adopt the policy of paying 50% of the registration fee at the time of registration and upon the successful completion of the course by the employee, the balance of the registration fee will be reimbursed to the employee. This policy to apply to courses which have direct application to the duties of the employee but will not apply to general academic courses undertaken by an employee."

This policy was recently reviewed for the purpose of:

a) broadening the scope of courses/programs eligible for reimbursement

b) providing employees at all levels with maximum support of their self-development thereby contributing to their own and the City's growth

c) providing the above within reasonable cost to the City

Based on this review, we recommend revisions to the existing policy. It has been rewritten and renamed and is attached for your information and approval.

Cheryl A. Lowe/cr

TUITION REIMBURSEMENT POLICY

The Corporation of the City of Hamilton recognizes the importance of promoting the self-development of its employees. In this way, employees can contribute to their own and the City's growth.

Accordingly, the City will reimburse tuition fees in the following manner subject to funds having been provided in the budget:

1. Payment of 100% of tuition fees for:

   a) individual courses taken independently of enrollment in a degree, certificate or diploma program.

   b) courses leading to a:

      - college diploma
      - university Bachelor's degree
      - professional certificate, diploma or designation

   The following conditions will apply:

      i) the employee must obtain the approval of the Department Head prior to registration in the course/program

      ii) the course/program must be directly related to the employee's current job and/or department function

2. Payment of 50% of tuition fees for:

   a) courses leading to a university Master's degree level or higher

   The following conditions will apply:

      i) Employee must obtain approval of the Department Head and the Chief Administrative Officer prior to registration in the course/program

      ii) the course/program must be related to the employee's current job, department and the organization's function

      iii) the employee must enter into an agreement to remain with the City for a period of two (2) years following completion of the course/program

      iv) the employee must enter into an agreement to reimburse the City all tuition fees paid should resignation or discharge occur within two years of completing the course/program

. . . 2

For both items 1 and 2 above, reimbursement will be subject to evidence of satisfactory completion of the course/program. One half of the eligible tuition reimbursement may be advanced by the Department Head at the time of registration upon a written commitment from the employee that the advance would be recovered in the event he/she failed to complete the course. Requests for reimbursements under this policy will be reviewed annually. Resignation or discharge during a course/program automatically terminates eligibility for reimbursement under this policy.

4.

FOR ACTION

FROM Cheryl Lowe, Commissioner Human Resources Centre for City/Region

DATE May 4, 1988

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT Reorganization - Legal Department

RECOMMENDATION That the positions of Manager, Legal Services Division and Manager, Property Law Division be placed in the F salary range retroactive to January, 1987 in recognition of some supervisory/managerial functions prior to the proposed reorganization.

BACKGROUND The two positions of Manager, Legal Services Division and Manager, Property Law Division were rated by the City's Job Evaluation Committee on April 7th, 1988. The City Solicitor presented the two positions and answered the questions of the committee. The resultant ratings placed the positions within the F salary range.

1988 (F Salary Range) - $54,122.64 - $63,686.48

Tom Cottell for

Cheryl A. Lowe
Commissioner, Human Resources Centre

5.

FOR ACTION

FROM Commissioner, Human Resources Centre DATE May 10, 1988

TO Personnel Committee Refer To File No.

Attention Of

Your File No.

SUBJECT

Remuneration - Articling Students.

RECOMMENDATION:

That the remuneration paid to articling students be increased from $324.00 per week to $350.00 per week.

BACKGROUND:

The City Solicitor requested that I review the remuneration paid to articling students since he has not been able to fill either of his vacancies; one vacant since March 1987.

In reviewing salaries paid by private firms in Hamilton, private firms in Toronto and other Ontario municipalities, it is apparent that we are in the bottom to middle compensation range and that it would be proper to increase the remuneration as recommended above.

Cheryl A. Leave

6.

FOR ACTION

FROM Cheryl Lowe, Commissioner of Human Resources

DATE May 16, 1988

TO Chairman and Members of the Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Classification of the position Horticultural Technical Assistant, Department of Public Works - Parks/Horticulture Section.

RECOMMENDATION

That the position of Horticultural Technical Assistant, in the Public Works - Parks/Horticulture Section, be approved at the D-17 level of the Local 5 Collective Agreement.

BACKGROUND

On September 21, 1987 the Transport and Environment Committee recommended that a new position, titled Horticultural Technical Assistant, be approved and forwarded to the Human Resources Centre for classification and referral to Council.

Following discussion and review, it was agreed that the scope of the duties involved fall within those presently being performed by Local 5 employees in the Horticulture Section. It was also agreed that the level of expertise and responsibility required justifies a classification at the highest Local 5 salary level which is D-17 ($14.723 per hour).

Tom Cattell for

Cheryl Lowe,
Commissioner of Human Resources

Report C-025-88

7.

FOR ACTION

FROM Cheryl Lowe
Commissioner of Human Resources

DATE May 16, 1988

TO Chairman and Members of the Personnel Committee

Refer To File No. _____

Attention Of _____

Your File No. _____

SUBJECT

Reclassification of the position of Supervisor - Gift Shop, Dundurn Castle, Department of Culture and Recreation.

RECOMMENDATION

The Supervisor - Gift Shop be paid at the non-union part-time level R-1.

R-1 - $8.694/hour

This should be retro-active to February 1, 1988.

BACKGROUND

This is a supervisory/public relations position involving extensive planning and organizational skills. With regards to the scope of the overall job duties, the best non-union part-time job fit is Program Assistant, Main-Hess Senior Centre. This position is paid at the R-1 level.

Cheryl Lowe,
Commissioner of Human Resources

FOR ACTION

8.

FROM Ms. C. A. Lowe
Commissioner, Human Resources

DATE May 18, 1988

TO Personnel Committee

REFER TO FILE NO.

ATTENTION OF

YOUR FILE NO.

SUBJECT Appointments to and Terminations from both Permanent and Temporary Positions with the Corporation to May 13, 1988

RECOMMENDATION

As attached.

Cheryl A. Lowe
Signature

BACKGROUND

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY RANGE	RATE	EFFECTIVE DATE
Mr. Stephen C. Bailey	Garbage Truck Driver D9	Public Works	replacing Mr. Steve Popovich - resigned	$12.192 to $12.392	$12.392 per hour (2 of 2)	April 11, 1988
Mr. Terry Brillinger	Truck Driver (Litter Container) (D-7)	Public Works	replacing Mr. T. Coady - promoted	$12.067 to $12.267	$12.067 per hour (1 of 2)	May 8, 1988
Ms. Betty-Ann Brown	Cleaner (Whitehern) (C1D)	Whitehern division of Culture & Recreation	replacing Ms. D. Routenberg - retired	$330.65	$330.65 per week	May 10, 1988
Mr. Jeff Danby	By-Law Enforcement Constable (B5)	Traffic	replacing Mr. O. Maragno - retired	$435.67 to $509.81	$467.43 per week (3 of 5)	May 9, 1988
Ms. Cindy M. Edwards	Stenographer IV (E2)	Fire	replacing Ms. Nancy Amaolo - promoted	$339.51 to $365.75	$339.51 per week (1 of 3)	April 25, 1988
Mr. Paul B. Elcome	Probationary Firefighter (N1)	Fire	replacing Mr. W. Ferguson - retired	$28,392.32	$28,392.32 per annum	May 2, 1988
Ms. Monica German	Zoning Examiner & Code Correlator (A-10)	Building	replacing Mr. Z. Martyniuk - retired	$544.99 to $649.04	$544.99 per week (1 of 5)	May 2, 1988
Mr. Robert Hamilton	Maintenance Supervisor (15)	Central Utility Plant division of H.E.C.F.I.	replacing Mr. L. Constantinides - retired	$36,886.20	$36,886.20 per annum	May 9, 1988
Mr. Steven G. Hawrylyshyn	Probationary Firefighter (N1)	Fire	replacing Mr. W. McCulloch - retired	$28,392.32	$28,392.32 per annum	May 2, 1988

Prepared 1988 May 16

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Charles J. Haynes	Maintenance and Inventory Clerk (A2)	Culture & Recreation	replacing Mr. E. Pavao - promoted	$356.39 to $419.55	$356.39 per week (1 of 5)	May 2, 1988
Mr. Donald Inglis	Assistant Manager, Property Mtce. Division (I)	Property Maintenance division of Property Department	replacing Mr. R. Swan - promoted	$45,102.20 to $53,144.52	$45,102.20 per annum (1 of 5)	May 2, 1988
Ms. Margaret Lees	Events Co-ordinator (12)	Convention Centre division of H.E.C.F.I.	replacing Ms. A. Murphy - resigned	$27,278.68	$27,278.68 per annum	April 11, 1988
Mr. Douglas Lobo	Manager, Streets & Sanitation (E)	Public Works	replacing Mr. B. A. Court - retired	$58,144.32 to $68,468.40	$58,144.32 per annum (1 of 5)	May 2, 1988
Mr. Brian J. Loreto	Solicitor III (J)	City Solicitor's	replacing Mr. P. Shen - resigned	$43,145.96 to $50,862.24	$43,145.96 per annum (1 of 5)	May 2, 1988
Mr. Barry L. McDougall	Probationary Firefighter (N1)	Fire	replacing Mr. G. Kavuk - retired	$28,392.32	$28,392.32 per annum	May 2, 1988
Mr. Lawrence G. Michor	Probationary Firefighter (N1)	Fire	replacing Mr. R. Lewington - retired	$28,392.32	$28,392.32 per annum	May 2, 1988
Mr. Bryan Moon	Senior Building Inspector (A-16)	Building	replacing Mr. D. Inglis - promoted	$673.74 to $782.78	$719.72 per week (3 of 5)	May 2, 1988

Prepared 1988 May 16

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Charles W. Newell	Motor Mechanic Helper (D9)	Central Garage division of Public Works	replacing Mr. B. Park - promoted	$12.192 to $12.392	$12.192 per hour (1 of 2)	April 26, 1988
Mr. Michael J. Roach	Probationary Firefighter (N1)	Fire	replacing Mr. J. Redding - retired	$28,392.32	$28,392.32 per annum	May 2, 1988
Ms. Christine Shepherd	Stenographer I (E-5)	City Solicitor's	replacing Ms. D. Ratford - resigned	$406.87 to $457.46	$406.87 per week (1 of 4)	May 9, 1988
Mr. D. Larry Taylor	Refrigeration/AC Techinician (M-17)	Central Utility Plant division of H.E.C.F.I.	replacing Mr. G. Lepitre - promoted	$16.00	$16.00 per hour (1 of 1)	May 2, 1988
Ms. Caroline Thompson	Typist Clerk II (E-2)	Building	replacing Ms. E. Salciolli - promoted	$339.51 to $365.75	$339.51 per week (1 of 3)	April 18, 1988
Ms. Sandra Tucker	Building Inspector (A-12)	Building	replacing Mr. B. Moon - promoted	$588.12 to $689.97	$588.12 per week (1 of 5)	May 2, 1988
Mr. David Tulloch	Machinist (D-17)	Central Garage division of Public Works	replacing Mr. J. Johnston - resigned	$14.523 to $14.723	$14.523 per hour (1 of 2)	May 2, 1988
Mr. Martin H. White	Traffic Operations Technologist (A-14)	Traffic	new position - as per 1987 Budget	$605.62 to $721.18	$721.18 (5 of 5)	May 9, 1988 per week

Prepared 1988 May 16

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Ms. Ellen Arcas	Typist Clerk II	Treasury	resigned	3 months	March 18, 1988
Mr. L. Constantinides	Plant Maintenance Supervisor	Central Utility Plant division of H.E.C.F.I.	retired	26 years, 3 months	April 29, 1988
Ms. Cheryl Dembe	Administrative Assistant II	Mayor's Office City Clerk's	resigned	19 years	May 13, 1988
Mr. Trevor Hardy	Chief Draftsman	Traffic	resigned	3 years	April 29, 1988
Ms. Gloria Kerr	Administrative Assistant III	City Clerk's	retired	26 years, 3 months	May 31, 1988
Ms. Deborah Ratford	Stenographer I	City Solicitor's	resigned	7 years, 1 month	April 15, 1988
Mr. Ross Robertson	Systems Analyst	Systems division of Treasury	retired	10 years, 1 month	May 1, 1988
Mr. M. Siena	Concrete Finisher	Public Works	resigned	10 months	May 2, 1988

Prepared 1988 May 16

9.

FOR ACTION

REPORT TO: Mr. Chairman and Members
Personnel Committee

FROM: J. G. Pavelka, Director
Public Works Department

DATE: 1988 May 12
COMM FILE:
DEPT FILE: 88-1075

SUBJECT:

Streets and Sanitation Division
- Reorganization

RECOMMENDATION

a. That the two presently recognized positions of Superintendent of Streets and Sanitation and Assistant Superintendent of Streets and Sanitation be eliminated and replaced with two positions titled Superintendent of Streets and Sanitation in accordance with the attached organization chart.

b. That a new position titled Supervisor Driver/Operator Safety and Claims Investigator be created, then posted and filled.

J. G. Pavelka

FINANCIAL IMPLICATIONS *(IF NONE, STATE N/A)*

a. Superintendents of Streets and Sanitation
Contingent on the category that the reclassification of these positions indicates, it is estimated that there will be a reduction of approximately $5,000 in annualized salaries.

b. Supervisor Driver/Operator Safety and Claims Investigation (New Position)
Again the financial implications are contingent on the salary category that the classification of this position indicates. Assuming the appropriate category is level L the salary range would be between $34,800 and $41,000. Although this is a new expense to be added to administration, this salary expense will be substantially offset if not completely offset by the reduction in expenses paid out due to vehicle accidents which are a result of driver error.

c. Together the reorganization of the Superintendents of the Streets and Sanitation Division and the creation of the new position. Supervisor Driver/Operator Safety and Claims Investigator should not create any additional expense to the Corporation.

BACKGROUND

Presently the hierarchy in the Streets and Sanitation Division has the Assistant Superintendent of Streets and Sanitation reporting directly to the Superintendent of Streets and Sanitation, who in turn reports directly to the Manager of Streets and Sanitation.

The implication of this hierarchy is that the total work force in the Streets and Sanitation Division reports to each position in turn. In practice this does not happen. In fact the total work force is relatively evenly split, so that half reports to the Superintendent and the other half reports to the Assistant Superintendent.

Now that the Superintendent of Streets and Sanitations' position is vacant because Mr. Lobo was promoted to Manager of Streets and Sanitation, this appears to be an appropriate time to reorganize and retitle the position to correctly reflect the operation. Accordingly, it is being recommended that the two present recognized positions;

1. Superintendent of Streets and Sanitation

2. Assistant Superintendent of Streets and Sanitation

be eliminated and be replaced with the following two positions.

1. Superintendent of Streets and Sanitation

2. Superintendent of Streets and Sanitation

As well it is being recommended that a Driver/Operator Safety Program be formalized by appointing a Supervisor of Driver/Operator Safety.

Although a Safe Driving Testing and Orientation Program has evolved over the past few years in the City, the program has basically evolved due to the diligence, interest and enthusiasm of the staff member involved. Unfortunately his present classification does not correctly permit him to operate a Safety Program nor does his work load really permit him the time to evolve and maintain an appropriate Safe Driving/Operating Program.

The importance of formalizing this Safe Driving/Operating Program is emphasized in the Comprehensive Audit by Pannell Kerr MacGillivray within the recommendation that states, "The existing safety program should be formalized and continued."

As this Safe Driving/Operating Program develops it is recommended that the program extends beyond the Public Works Department to include all drivers and operators in the City of Hamilton.

The importance of such a position was also recognized during the negotiations of the last union/management contract, at which time the attached letter of understanding agreed to implement a training program during the term of this Agreement for members of CUPE Local 5.

To ensure that the incumbent is productively employed all of the time, it is also recommended that his responsibilities include claims investigation involving city vehicles and/or equipment.

Through accident investigation, driver error will come under closer scrutiny. Accordingly drivers can be more appropriately reprimanded when at fault. As well, more appropriate Driver/Operator Training will become evident for the Corporation to pursue. Ross and McBride, the City's Litigation Solicitors have recommended that such a position be established to inject consistency and thoroughness into the investigation process and also to expedite outstanding and any subsequent claims against the City.

One of the Department's senior foremen has been assisting the Claim's Coordinator in the field, investigating claims filed against the City. It appears reasonable to have the incumbent responsible for safe driving and operation also responsible for investigating driver/operator related claims so that responsibility can be assigned to claims.

The statistics on the attached table are being quoted to place the extent of claims investigation for driving and equipment operators in perspective.
Ideally, the Supervisor of Driver/Operator Safety and Claims Investigator will implement orientation and safety programs to substantially reduce if not completely eliminate the preventable accidents by City staff and thereby eliminating the associated costs with these accidents.

JGP/md

LETTER OF UNDERSTANDING

The Employer agrees to implement during the term of this Agreement a training program for members of CUPE Local 5.

The training program will be offered initially to employees in the Department of Engineering, Regional Municipality of Hamilton-Wentworth and the Department of Public Works, City of Hamilton.

The parties agree to the following:

(a) Payment of thrity (30) cents per hour bonus to employees, selected by the Employer as trainers, while they are involved in training.

(b) Payment of half the differential between the rate of pay for the present classification and the rate of pay for the training classification to employees selected by the Employer as trainees. At the conclusion of the training the employee will return to his/her standard rate of pay.

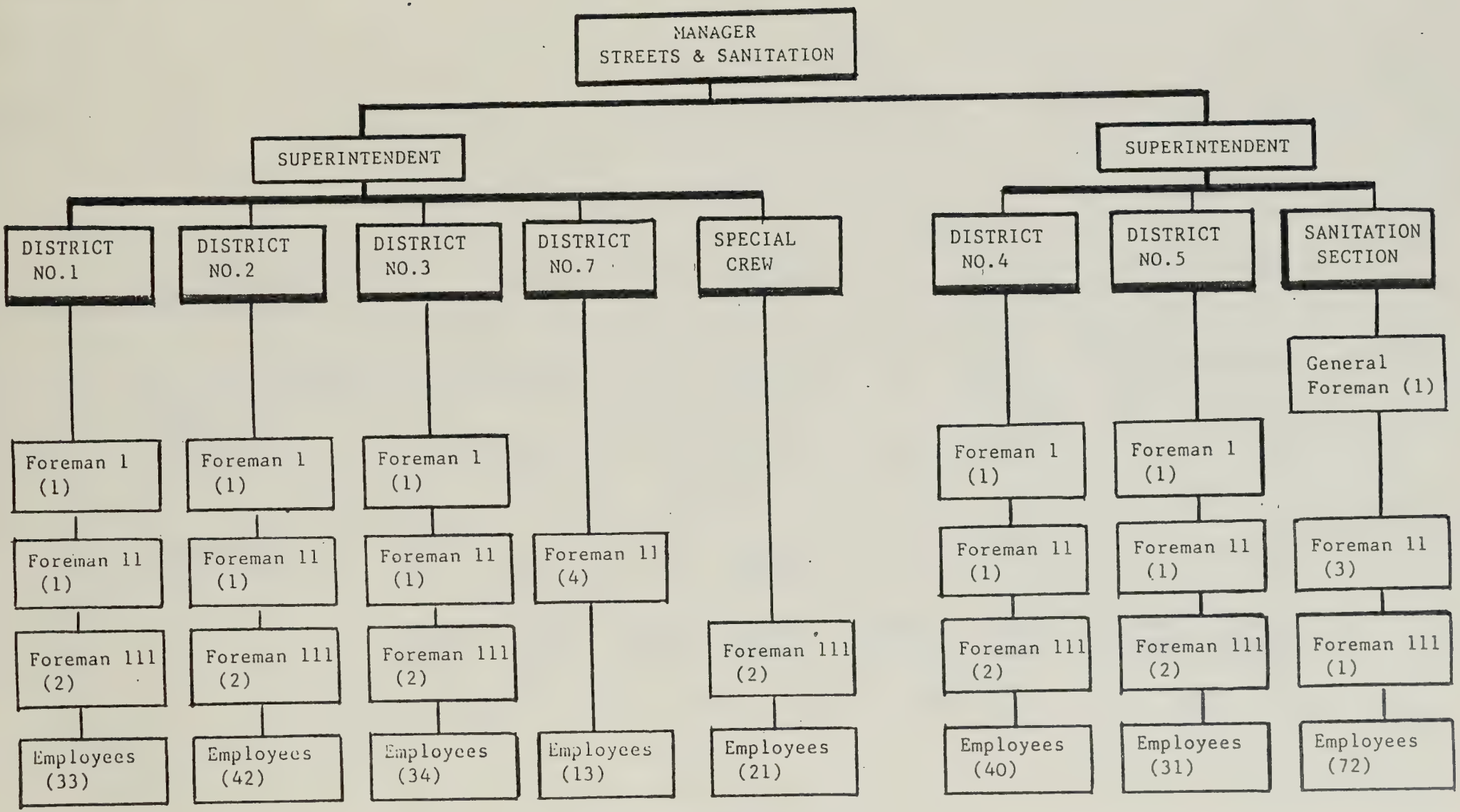
(c) Waiver of Article 32: Transfers, such that a trainee may be transferred to another work location for training. In the event that the trainee is transferred, the junior employee in the new work location in the same classification as the trainee left, shall be subject to transfer.

The Employer agrees that the Union shall have the right to express their concerns with the operation of the training program. The Joint Labour/Management Committee shall hear these concerns and make recommendations to the Employer for amendments to the training program.

The Employer further recognizes that no member of Local 5 will be asked through the training program to express judgements with respect to the abilities of other members of Local 5.

DEPARTMENT OF PUBLIC WORKS
STREETS & SANITATION DIVISION
ORGANIZATION CHART

MA[illegible]88



ADDITIONAL EMPLOYEES

Winter Operations: 40 men for 4 months for each superintendent

Summer Operations: 30 students for 4½ months for each supt.

Special Government Make Work Projects: 15 men for 6-8 weeks for each supt.

LOWER CITY AND SPECIAL CREWS

Foremen.....	18
Employees....	143
Total	161

MOUNTAIN AND CITY WIDE SANITATION

Foremen.....	13
Employees....	143
Total	156

CITY OF HAMILTON

VEHICULAR ACCIDENTS

	1984		1985		1986		1987	
	No. of Claims	Total Costs	No. of Claims	Total Costs	No. of Claims	Total Costs	No. of Claims	Total Costs
Public Works Department	84	$44,200	80	$43,200	66	$40,000	90	$45,400
Preventable Accidents by Public Works Employees	75	$40,200	75	$41,900	59	$31,400	86	$44,500
All City Departments	122	$61,900	124	$85,100	104	$64,600	138	$85,300
Preventable Accidents by City Employees	103	$49,000	108	$74,400	93	$53,000	117	$71,300

THE CORPORATION OF THE CITY OF HAMILTON
City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

NOTICE OF MEETING

PERSONNEL COMMITTEE
Wednesday, 1988 June 22
9:00 o'clock a.m.
Room 233, City Hall

Susan K. Reeder
Secretary

AGENDA

1. Minutes of the meeting held Wednesday, 1988 May 25th

FIRE CHIEF

2. Vehicle Purchase - Proposed Upper Wellington Fire Station

CITY SOLICITOR

3. Payment of Account - Ross and McBride

   (a) Account for March 1988
   (b) Account for April 1988

COMMISSIONER OF HUMAN RESOURCES

4. Remuneration - Articling Students

   (a) Memo - City Solicitor

5. Agreement - The Ontario Painting Contractors Association and The Ontario Council of the International Brotherhood of Painters and Allied Trades.

6. No Smoking Policy

7. Classification of the position of Yardman/Woman - Parks, Public Works Department

8. Classification of the position of Maintenance Foreman/Woman (Eastlawn Cemetery), Cemetery Division, Public Works Department

9. Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to 1988 June 10th.

10. Revision of Education Policy

11. Fees - City Doctor

12. Termination of Service form (For Information)

13. Other Business

14. Adjournment

FOR ACTION **Added**

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1988 June 17
COMM FILE:
DEPT FILE: 1.3.14

SUBJECT: COMMUNICABLE DISEASES

RECOMMENDATION:

(a) That all fire suppression staff be offered inoculations against the communicable disease Hepatitis B, at an estimated cost of $60,000.

(b) That the Finance Committee be requested to recommend a method of financing this expenditure.

L. G. Saltmarsh

L. G. Saltmarsh

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

Approximately $140.00 per employee, initially; 426 employees = $60,000.00
Booster shots are required every 5 years.

BACKGROUND

Hamilton Fire Department attendance at medical emergencies is on the increase due to a recent change in the dispatch protocol of the local ambulance service. This change, designed by medical authorities to take greater advantage of the paramedic system, results in one ambulance unit responding to a life threatening medical emergency instead of the previous 2 units. To support this response pattern, the Hamilton Fire Department is being called out at a greater rate than in past. Consequently, firefighters are more frequently exposed to communicable diseases. Under the Occupational Health and Safety Act, the employer must "take every precaution reasonable in the circumstances for the protection of a worker". The Ontario Ministry of Health offers this protection to all ambulance and paramedic staff in the Province and the same protection should be available to all fire fighters, as well, since they now have such a high level of exposure. The Hamilton Professional Fire Fighters Association, through this Department's Joint Health and Safety Committee, have recommended that inoculations be made available.
Because of the increased risk, I urge the Committee to move immediately on this matter. However, I suggest that the Committee consider a resolution to be forwarded for adoption by City Council and all other councils ofmunicipalities in Ontario calling for the Ontario Government to assume the cost of inoculations against Hepatitis B for all fire fighters throughout the Province of Ontario.

c.c.: Mr. E. C. Matthews, City Treasurer

Wednesday, May 25, 1988
9:00 o'clock a.m.
Room 233, City Hall

The Personnel Committee met:

There were present:	Alderman M. Kiss, Chairperson Alderman R. Wheeler, Vice-Chairman Mayor Robert M. Morrow Alderman J. Smith Alderman B. Hinkley Alderman Wm. McCulloch Alderman H. Merling
Regrets:	Alderman D. Christopherson Alderman D. Ross - Regional Business
Also present:	Alderman T. Murray Mr. J. Pavelka, Acting C.A.O. and Director of Public Works Ms. C. Lowe, Commissioner of Human Resources Mrs. D. Jones, Manager of Personnel Services Mr. T. Critelli, Manager of Wage and Salary Administration Mr. J. Johnston, Manager, Labour Relations Mrs. S. K. Reeder, Secretary

Minutes - 1988 April

The Committee was in receipt of the minutes of the meeting Wednesday, 1988 April 20 and it was agreed to adopt these minutes.

Purchase of Fire Fighter Bunker Suits

The Committee was in receipt of a report from the Manager of Purchasing dated 1988 April 28 respecting the purchase of Fire Fighter Bunker Suits.

The Committee approved the following:

1. That a purchase order be issued to Starfield Safety Wear Manufacturing Co., Toronto, in the amount of $94,500 including applicable taxes, for the supply and delivery of Fire Fighter Bunker Suits, in accordance with specifications issued by the Manager of Purchasing and Vendor's proposal.

   NOTE: Lowest acceptable of three (3) proposals received. Funds provided in Protective Clothing - Bunker Suits Account No. 0341-0129.

Items Tabled

The Committee agreed to table the following items of their agenda:

a) Revision of Education policy

b) Reorganization - Legal Dept.

c) Remuneration - Articling Students

These three agenda items will be placed on the next agenda of the Personnel Committee.

Classification - Horticultural Technical Assistant Dept. of Public Works

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 May 16 respecting the classification of the position of Horticultural Technical Assistant, Department of Public Works - Parks/Horticulture Section.

The Committee approved the following:

2. That the position of Horticultural Technical Assistant, in the Public Works - Parks/Horticulture Section, be approved at the D-17 level of the Local 5 Collective Agreement.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 May 16 regarding the reclassification of the position of Supervisor - Gift Shop, Dundurn Castle, Department of Culture and Recreation.

The Committee approved the following:

3. (a) That the position of Supervisor - Gift Shop, Dundurn Castle, Department of Culture and Recreation, be paid at the Non-Union part- time level of R-1 ($8.694/hour); and

(b) That this rate be retroactive to 1988 February 1.

The Committee was in receipt of a report from the Commissioner of Human Resources datd 1988 May 18 respecting the Appointments to and Terminations from both Perma2nent and Temporary Positions within the Corporation of the City of Hamilton to 1988 May 13th.

The Committee approved the following:

"That the Appointments to and Terminations from both Permanent and Temporary Positions with The Corporation of the City of Hamilton to 1988 May 13th, as set out in the pages attached hereto and marked Appendix "A", BE APPROVED."

The Committee was in receipt of a report from the Director of Public Works dated 1988 May 12 respecting the reorganization of the Streets and Sanitation Division of the Public Works Department.

The Committee approved the following:

(a) That the two presently recognized positions of Superintendent of Streets and Sanitation and Assistant Superintendent of Streets and Sanitation be eliminated and replaced with two positions titled Superintendent of Streets and Sanitation in accordance with the revised Organization Chart, attached hereto and marked Appendix "B".

(b) That a new position entitled Supervisor Driver/Operator Safety and Claims Investigator be established, posted and filled.

There being no further business the meeting then adjourned.

Taken as read and approved

Alderman M. Kiss, Chairperson

Susan K. Reeder
Secretary

1988 May 25
Typed by: D. Geroux

FOR ACTION

2.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh, Chief
Hamilton Fire Department

DATE: 1988 June 7
COMM FILE:
DEPT FILE: 7.1.1 (88)

SUBJECT: Vehicle Purchase - Proposed Upper Wellington Fire Station

RECOMMENDATION:

(a) That the Personnel Committee recommend to the Executive Committee the purchase of a fire pump truck at an estimated cost of $300,000.00, as provided for in the 1988 portion of the 1988-1992 capital budget be proceeded with.

(b) That the Executive Committee recommend the amount and source of funds to be provided for this capital project.

L.G. Saltmarsh

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

The cost is $300,000.

Annual operating costs estimated at $25,000 per year, commencing in 1991.

The cost of this vehicle will be added to the Provision for Replacement-Automotive Equipment and the Provision for Major Repairs which will add approximately $22,000. to the Fire Department's Current Budget, commencing the year after the vehicle is received. Normal operating costs such as insurance, fuel and maintenance is expected to be an additional $3,000. per year.

Future years costs should remain constant (affected by inflation).

BACKGROUND

This vehicle is required to operate from the Fire Station, proposed to be constructed on Upper Wellington, near Stone Church Rd. in 1990. (Capital Budget Project Number 38259 Page Number 5.)

In order that this vehicle be in place in time for the proposed opening of this fire station, which is scheduled for late 1990 it is therefore necessary to start the purchase process at this time.

3a.

RECEIVED

MAY 20 1988

CITY CLERKS

FOR ACTION

REPORT TO: Mrs. S. K. Reeder, Secretary
Personnel Committee

FROM: K. A. Rouff
City Solicitor

DATE: 1988 May 18
COMM FILE:
DEPT FILE: 100-12.1
400-2.27

SUBJECT:

City Litigation Files
Payment of Ross and McBride
Account for March 1988

RECOMMENDATION

That the account of Ross and McBride, Barristers and Solicitors dated May 17, 1988 in the total amount of $18,417.19 for fees and $4,063.83 for disbursements for a total of $22,481.02 be paid. This account covers services from February 29, 1988 to March 31, 1988.

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

Payment of $22,481.02

BACKGROUND

This invoice results from the law firm of Ross and McBride acting on the City Litigation files. The invoice represents the interim legal fees and disbursements for 64 City litigation files.

c.c. Mr. L. Sage, C.A.O.
c.c. Mr. E. C. Matthews, City Treasurer

The Corporation of the City of Hamilton
City Hall
Main Street West
Hamilton, Ontario

May 17, 1988

Attention: K.A.Rouff,Esq.

IN ACCOUNT WITH
ROSS & McBRIDE
BARRISTERS & SOLICITORS
MAIL: P. O. BOX 907
HAMILTON, CANADA
L8N 3P6

10TH-11TH FLOORS, COMMERCE PLACE
ONE KING STREET WEST

TELEPHONE (416) 526-9800
TELECOPIER (416) 526-0732

PLEASE QUOTE THIS FILE NO. WHEN REMITTING.

PLEASE NOTE THAT IN ACCORDANCE WITH SECTION 35 OF THE SOLICITORS' ACT, INTEREST WILL BE CHARGED AT THE RATE OF % PER ANNUM ON UNPAID FEES, CHARGES OR DISBURSEMENTS, CALCULATED FROM A DATE THAT IS ONE MONTH AFTER THIS STATEMENT IS DELIVERED.

Re: Legal fees - Litigation Projects Month of March, 1988			
Fees for services rendered for the Month of March, 1988 - accounts have been submitted			$15,667
DISBURSEMENTS			
For month of March, 1988 - submitted with March accounts	$3,861	36	
Fees for services rendered for the Month of March, 1988 - account was submitted in our letter of May 12, 1988			2,750
DISBURSEMENTS			
For month of March, 1988 as submitted	202	47	
	4,063	83	18,417
			4,063
TOTAL FEES AND DISBURSEMENTS			22,481

3b.

FOR ACTION

RECEIVED

MAY 20 1988

CITY CLERKS

REPORT TO: Mrs. S. K. Reeder, Secretary
Personnel Committee

FROM: K. A. Rouff
City Solicitor

DATE: 1988 May 18
COMM FILE:
DEPT FILE: 100-12.1
400-2.27

SUBJECT:

City Litigation Files
Payment of Ross and McBride
Account for April, 1988

RECOMMENDATION

That the account of Ross and McBride, Barristers and Solicitors dated May 17, 1988 in the total amount of $18,918.00 for fees and $2,299.61 for disbursements for a total of $21,917.61 be paid. This account covers services from April 1, 1988 to April 30, 1988.

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

Payment of $21,917.61

BACKGROUND

This invoice results from the law firm of Ross and McBride acting on the City Litigation files. The invoice represents the interim legal fees and disbursements for 64 City litigation files.

c.c. Mr. L. Sage, C.A.O.
c.c. Mr. E. C. Matthews, City Treasurer

The Corporation of the City of Hamilton
City Hall
Hamilton, mOntario.

May 17, 1988

Attention: K.A.Rouff,Esq.

IN ACCOUNT WITH
ROSS & McBRIDE
BARRISTERS & SOLICITORS
MAIL: P. O. BOX 907
HAMILTON, CANADA
L8N 3P6

10TH-11TH FLOORS, COMMERCE PLACE
ONE KING STREET WEST

TELEPHONE (416) 526-9800
TELECOPIER (416) 526-0732

PLEASE QUOTE THIS FILE NO. WHEN REMITTING.

PLEASE NOTE THAT IN ACCORDANCE WITH SECTION 35 OF THE SOLICITORS' ACT, INTEREST WILL BE CHARGED AT THE RATE OF % PER ANNUM ON UNPAID FEES, CHARGES OR DISBURSEMENTS, CALCULATED FROM A DATE THAT IS ONE MONTH AFTER THIS STATEMENT IS DELIVERED.

Re: Legal Fees - Litigation Projects Month of April, 1988			
Fees for services rendered for the Month of April, 1988 (as submitted in our letter dated May 12,1988)			18,918
DISBURSEMENTS			
For month of April, 1988 (as submitted in our accounts)	2,999	61	2,999
TOTAL FEES AND DISBURSEMENTS			$21,917

E. & O. E.

4.

FOR ACTION

FROM Cheryl A. Lowe
Commissioner of Human Resources

DATE June 22, 1988

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Remuneration - Articling Students.

RECOMMENDATION

That the remuneration paid to articling students be increased from $324.00 per week to $350.00 per week.

BACKGROUND

The City Solicitor requested that I review the remuneration paid to articling students since he has not been able to fill either of his vacancies; one vacant since March 1987.

In reviewing salaries paid by private firms in Hamilton, private firms in Toronto and other Ontario municipalities, it is apparent that we are in the bottom to middle compensation range and that it would be proper to increase the remuneration as recommended above.

Cheryl Lowe

40

MEMORANDUM • CITY OF HAMILTON

TO : Ms. Cheryl Lowe,
Commissioner,
Human Resources Centre

YOUR FILE:

FROM : K. A. Rouff, City Solicitor

OUR FILE : 400-3.28

SUBJECT : Articling Students

DATE : 1988 June 13

Enclosed herewith is a letter of June 1, 1988, from Mr. Lindsay C. Strachan.

You will note that he is declining to accept articles with the City's Legal Department because it is not meeting the remuneration offered by Toronto.

Will you be good enough to have the necessary advertisement placed so that the two (2) vacant positions can be filled.

"K. A. Rouff" per: P. Hockey
K. A. Rouff,
City Solicitor.

KAR:JD

c.c. Chairman and Members,
Personnel Committee.

307-42 Fleet St. East
Toronto, ontario
M4T 1T7

June 1, 1988

Mr. K. A. Rouff
City Solicitor
The Corporation of the City of Hamilton
P.O. Box 40
Station A
Hamilton, ontario

Dear Mr. Rouff:

Re: Articling Position 1988-1989

Thank you very much for the interview with the City of Hamilton's legal department.

After our meeting, I spoke to the Law Society of Upper Canada. There is no problem in my articling with a law firm in ontario. I need only accept a position with the firm and I execute the articling agreement

The only complication is in whether the Law Society would agree to abridge my articles by six months given I had already articled in British Columbia.

I regret I will be unable to accept the articling position offered to me by the City of Hamilton's legal department. After much reflection, since I have spent approximately five financially poor years attending law school and articling in B.C., I feel it is necessary I now pursue the higher-paying articling positions in Toronto. To ensure my top performance in the position.

Thank you again.

Yours truly,

[illegible]

C-032-88

5.

FOR ACTION

FROM Cheryl A. Lowe
Commissioner of Human Resources

DATE June 22, 1988

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

The Ontario Painting Contractors Association and The Ontario Council of the International Brotherhood of Painters and Allied Trades.

RECOMMENDATION

Approval of the attached.

BACKGROUND

Cheryl Lowe

The Ontario Painting Contractors Association and The Ontario Council of the International Brotherhood of Painters and Allied Trades

Duration of Agreement - May 16, 1988 to April 30, 1990

Job Classification	Effective Date	Base Rate	Welfare	Pension	Total Pkg. (excl. V.P.)
Journeyman Painter	Jan. 1/88	$17.60	$1.15	$1.20	$19.95
	May 16/88	$18.65	$1.15	$1.40	$21.20
	May 1/89	$19.50	$1.25	$1.60	$22.35
	Jan. 1/90	$20.00	$1.25	$1.60	$22.85

Premiums

Foremen, Sub-Foremen, Sandblasters and Spray Painters shall receive One Dollar ($1.00) per hour above the basic hourly rate.

Swing Stagemen, Paper, Vinyl, and Fabric Hangers and Signwriters shall receive fifty ($.50) cents per hour above the basic rate.

Room & Board

Forty Dollars ($40.00) daily or $280.00 weekly.

Mileage

Thirty-two cents ($.32) per mile.

Apprentice Rates

1st 900 hours at 40%
2nd 900 hours at 45%
next 1800 hours at 60%
next 1800 hours at 80%

C-033-88

6.

FOR ACTION

FROM: Ms. C. A. Lowe
Commissioner of Human Resources

DATE June 7, 1988

TO: Personnel Committee

SUBJECT: No Smoking Policy

RECOMMENDATION

(a) That the City of Hamilton provide encouragement for employees to enroll in a recognized smoking cessation program and that this take the form of a one-time financial incentive up to a maximum of $250.00 per family unit payable upon completion of the program.

(b) That the Treasurer be requested to recommend to the Finance Committee the amount and source of funds to be provided.

BACKGROUND

It was recommended during discussions on the "No Smoking in the Workplace" Bylaw that the City offer assistance to employees wishing to stop smoking. This recommendation is consistent with the policy now in place for employees of the Regional Municipality of Hamilton-Wentworth.

Prepared by:

Cindy Lowe

C-034-88

7.

FOR ACTION

FROM Cheryl A. Lowe
Commissioner of Human Resources

DATE June 22, 1988

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Classification of the position of Yardman/Woman - Parks

RECOMMENDATION

The classification of the Yardman/Woman - Parks, be a Salary Level D-11 within the C.U.P.E. Local 5 Collective Agreement of the City of Hamilton.

D-11 Salary Schedule: $12.591 per hour
($12.391 per hour probationary)

BACKGROUND

Based on analysis of this position which was previously improperly classified as a Labourer, the above-named classification was determined to be appropriate.

Cheryl Lowe

C-035-88

8.

FOR ACTION

FROM Cheryl A. Lowe
Commissioner of Human Resources

DATE June 22, 1988

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Maintenance Foreman (Eastlawn Cemetery)

RECOMMENDATION

The classification of the position of Maintenance Foreman/Woman (Eastlawn Cemetery) be a Salary Level "12C" within the C.U.P.E. Local 1041 Collective Agreement.

12C Salary Schedule: $13.931 - $16.637 per hour

BACKGROUND

There presently exists a position of Assistant Maintenance Foreman (Eastlawn Cemetery) within the Cemetery Division. A review of the duties and responsibilities of this position indicates it is equivalent to a Maintenance Foreman position and should be classified as such. The rate of pay for the position will be $13.931 - $16.637 per hour.

Cheryl A. Lowe

C-036-88

9.

FOR ACTION

FROM Ms. C. A. Lowe
Commissioner, Human Resources

DATE June 22, 1988

TO Personnel Committee

REFER TO FILE NO.

ATTENTION OF

YOUR FILE NO.

SUBJECT

Appointments to and Terminations from Permanent Positions with the Corporation to June 10, 1988.

RECOMMENDATION

As attached.

BACKGROUND

Cheryl Lowe

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Thomas Coady	Equipment Repairman (Recreation) (D-11)	Culture & Recreation	new position -effective May 1/88 per budget approval	$12.391 to $12.591	$12.591 per hour (2 of 2)	May 02, 1988
Mr. Antonio Coccaro	Concrete Finisher (Districts) (D-8)	Public Works	replacing Mr. M. Siena - resigned	$12.128 to $12.328	$12.128 per hour (1 of 2)	May 30, 1988
Mr. Joseph Galati	Asphalt Raker (D-9)	Public Works	replacing Mr. M. Derby - returned to previous position	$12.192 to $12.392	$12.192 per hour (1 of 2)	May 24, 1988
Ms. Deborah Geroux	Administrative Assistant III (P)	City Clerk's	replacing Ms. Gloria Kerr - retired	$25,322.44 to $29,778.32	$25,322.44 per annum (1 of 5)	May 30, 1988
Mr. Robert Hamilton	Maintenance Supervisor (15)	Central Utility Plant division of H.E.C.F.I.	replacing Mr. L. Constantinides - retired	$36,886.20	$36,886.20 per annum	May 09, 1988
Ms. Lois Harvey	Chief Draftsman/Woman (N)	Traffic	replacing Mr. T. Hardy - resinged	$30,321.72 to $35,755.72	$30,321.72 per annum (1 of 5)	May 23, 1988
Mr. Michael Holmes	Truck Driver (D-7)	Public Works	replacing Mr. R. Galbraith - retired	$12.067 to $12.267	$12.067 per hour (2 of 2)	May 02, 1988
Mr. Salvatore Leuzzi	Concrete Finisher (Districts) (D-8)	Public Works	replacing Mr. F. Calvesi - promoted	$12.128 to $12.328	$12.128 per hour (1 of 2)	May 30, 1988

Prepared 10 June 1988

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. William Morden	Garbageman/Woman (D-8)	Public Works	replacing Mr. S. Bailey - promoted	$12.128 to $12.328	$12.328 per hour (2 of 2)	May 02, 1988
Ms. Stefanie Prpic	Administrative Assistant II (O)	City Clerk's Mayor's Office	replacing Ms. C. Dembe - resigned	$27,278.68 to $32,060.60	$27,278.68 per annum (1 of 5)	May 16, 1988
Mr. Richard Simmons	Concrete Finisher (Districts) (D-8)	Public Works	replacing Mr. B. Tisiot - returned to former position	$12.128 to $12.328	$12.128 per hour (1 of 2)	May 30, 1988
Mr. Eugene Stec	Assistant Maintenance Foreman/Woman (13-C)	Public Works	replacing Mr. G. D'Achille - promoted	$27,837.68 to $31,969.60	$27,837.68 per annum (1 of 3)	May 23, 1988
Mr. Steven Teal	Building Inspection Clerk (A-6)	Building	replacing Ms. M. German - promoted	$454.40 to $544.99	$454.40 per week (1 of 5)	June 06, 1988
Mr. David Watkins	Advertising/Promotion/ Public Relations Co-ordinator (11A)	Copps Coliseum division of H.E.C.F.I.	additional staff -approved by H.E.C.F.I. Board June 13/86	$26,800.00	$26,800.00 per annum	May 24, 1988

Prepared 10 June 1988

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Mr. Dave Ecker	Programmer II	Information Systems	Resigned	6 years, 3 months	June 10, 1988
Ms. Laurel Lachance-Hass	Stenographer I	Traffic	Resigned	2 years, 11 months	June 13, 1988
Mr. Charles Mattina	Cement Finisher	Public Works	Resigned	8 months	May 06, 1988
Mr. Gordon A. Wooldridge	Office Manager II	Traffic	Resigned	16 years, 9 months	June 03, 1988

Prepared 10 June 1988

10.

FOR ACTION

FROM Cheryl A. Lowe, Commissioner
Human Resources Centre

DATE 1988 June 22

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Revision of Education Policy

RECOMMENDATION

That City Council approve the revised Tuition Reimbursement Policy as attached.

BACKGROUND

In August, 1972, City Council adopted it's education policy and it currently reads as follows:

"That where employees of the Corporation undertake courses which are considered by the Head of the Department to have direct benefit with respect to the duties of the employee, and where employees are urged by the Head of the Department to take courses, that the City adopt the policy of paying 50% of the registration fee at the time of registration and upon the successful completion of the course by the employee, the balance of the registration fee will be reimbursed to the employee. This policy to apply to courses which have direct application to the duties of the employee but will not apply to general academic courses undertaken by an employee."

This policy was recently reviewed for the purpose of:

a) broadening the scope of courses/programs eligible for reimbursement

b) providing employees at all levels with maximum support of their self-development thereby contributing to their own and the City's growth

c) providing the above within reasonable cost to the City

Based on this review, we recommend revisions to the existing policy. It has been rewritten and renamed and is attached for your information and approval.

Cheryl Howe

TUITION REIMBURSEMENT POLICY

The Corporation of the City of Hamilton recognizes the importance of promoting the self-development of its employees. In this way, employees can contribute to their own and the City's growth.

Accordingly, the City will reimburse tuition fees for the following, subject to funds having been provided in the departmental budget:

1. Courses/programs directly related to the employee's current job and/or department function. These may be:

   a) individual courses taken independently of enrollment in a degree, certificate or diploma program

   b) courses leading to a college diploma, university Bachelor's degree, or professional certificate, diploma or designation

   Condition: The employee must obtain the approval of the Department Head prior to registration in the course/program.

   Payment: The above will be eligible for 100% reimbursement of tuition fees.

2. Courses/programs related to the organization's function but not directly related to the employee's current job or department function. These may be:

   a) individual courses taken independently of enrollment in a degree, certificate or diploma program

   b) courses leading to a college diploma, university Bachelor's degree, or a professional certificate, diploma or designation

   Condition: The employee must obtain the approval of the Department Head prior to registration in the course/program.

   Payment: The above will be eligible for 50% reimbursement of tuition fees.

. . . 2

3. Post graduate courses/programs related to the employee's current job, department and organization's function. These may be course/programs leading to a Master's or doctorate degree.

Condition:

(a) The employee must obtain the approval of the Department Head and the Chief Administrative Officer prior to registration in the course/program.

(b) The employee must enter into an agreement to reimburse the City all tuition fees paid should resignation or discharge occur within two (2) years of completing the course/program.

(c) The employee's position in the organization must be that of Commissioner, Director or Manager.

Payment: The above will be eligible for 50% reimbursement of tuition fees.

For 1, 2 and 3 above, reimbursement will be subject to evidence of satisfactory completion of the course/program. One half of the eligible tuition reimbursement may be advanced by the Department Head at the time of registration upon a written commitment from the employee that the advance would be recovered in the event he/she failed to complete the course. Requests for reimbursements under this policy will be reviewed annually. Resignation or discharge during a course/program automatically terminates eligibility for reimbursement under this policy.

C-028-88

11.

FOR ACTION

FROM Ms. C. A. Lowe
Commissioner, Human Resources

DATE June 22, 1988

TO Personnel Committee

REFER TO FILE NO.

ATTENTION OF

YOUR FILE NO.

SUBJECT

Fees: City Doctor

RECOMMENDATION

That the fees to be paid to the City Doctor be increased by 4.5% effective January 1, 1988.

BACKGROUND

See attached letter.

The proposed increase was approved in the Fire Department Budget for 1988 and sufficient funds included in account 0341-0153.

Cheryl Lowe

J. DOUGLAS BELL, M.D.
196 GEORGE STREET
HAMILTON, ONTARIO
L8P 1E9

TELEPHONE 525 3501

6th May 1988

L. G. Saltmarsh,
Fire Chief,
The Corporation of the City of Hamilton,
Hamilton Fire Department,
55 King William Street,
Hamilton, Ontario.
L8R 1A2

Dear Chief Saltmarsh:

Re: **INCREASE IN STIPEND, RETROACTIVE TO JANUARY 1, 1988**

Further to my telephone conversation today with Reg Joyce, we understand that an increase in the amount of 4.5% has been approved for the examination of the firefighters on a regular basis.

We would appreciate it if you would contact Human Resources about this approval, and ask them to incorporate the retroactive increase in the next cheque made payable to the office of Dr. J. D. Bell.

Thank you for your assistance in this matter.

Yours truly,

JStamers

JANET E. STAMERS (MRS.)
Business Office

c.c. Mr. Reg Joyce

FOR INFORMATION

FROM Ms. C. Lowe, Commissioner of Human Resources

DATE 22 June 1988

TO Personnel Committee

Refer To File No.

Attention Of

Your File No.

SUBJECT

Termination of Service

BACKGROUND

Please find attached a draft copy of the new Termination of Service Form as discussed at a previous meeting of the Committee.

Subsequent to that meeting it was decided the section regarding "Rehire - Yes or No" should be removed from the form as it might be cause for concern for any employee leaving the organization and the term was really irrelevant as any consideration of whether an employee would be rehired would be based on his entire history of employment with the organization, what the experience has been since leaving the organization, and the conditions at that particular point in time.

It was suggested at a previous meeting of the Committee that the Human Resources Centre should be conducting "Exit Interviews". We also agree that this should be the practice as the information provided would benefit the remaining staff and the organization as a whole; however, it is physically impossible for us to complete this sort of investigative interviewing procedure with our present complement of staff. As present staff are hard pressed to complete even their present work load, it would not be practical to expect them to take on further duties.

Should the Committee be prepared to support a request for additional staff for this purpose in the near future, we would be prepared to recommend that an Exit Interview Procedure be implemented and a full report on the advantages would be presented at that time.

Manager of Personnel Services

Commissioner of Human Resources

attachment

Human Resources Centre

Form #

Form Control # (Printed in Sequence)

(Please Type or Print

TERMINATION OF SERVICE FORM

Employed by Regional Municipality of Hamilton Wentworth |__| Corporation of the City of Hamilton |_|

Department |_____| Dept.Code |___| Sect.Code |___| Salary |__| Wage |_|

Employee Number |_____| Surname |_____| Given Names |_____

Address |_____| City |_____| Prov. |__| Postal Code |_____

Employment Date |yymmdd| OHIP # |_____| S.I.N. |_____| Perm or Temp |_|

Effective Date |yymmdd| Salary Schedule |_____| Bi-weekly Hours |___| Union Code |_|

Last Day Worked |yymmdd| Rate of Pay |_____| Hrly/Wkly/Bi-weekly/Annual/Other |_____|

Reason for Termination

Last Day Paid |yymmdd| Retirement |__| Resignation |__| Other |__| Date Notice Given |yymmdd|

FOR HUMAN RESOURCE CENTRE USE ONLY

SICK LEAVE GRATUITY Accumulated Days |___| Days to be Paid |___| OVERTIME Hours |___| Pay |_____|

VACATION Days |___| Weeks |___| % |__| from |yymmdd| to |yymmdd| FLOATING HOLIDAY |__| day

LIEU DAYS |___| BENEFITS % |__| from |yymmdd| to |yymmdd| Data Entry |___|

Human Resource Authorization _____ Date |yymmdd|

FOR PAYROLL USE ONLY

Vacation Owing |__| (days) Floating Holiday Owing |__| (days)

Overtime Owing |__| (hours) Statutory Holidays Owing |__| (days) Lieu Days Owing |__| (days

Character of Service	Excellent	Good	Fair	Unsatfctry	Reason for Termination			
					1	Illness/Injury	11.	Hours
Work					2	Layoff	12.	Working Conditions
Conduct					3	Maternity	13.	Dissatisfied with Job
Ability					4	Military Service	14.	Working Relationships
Safety Habits					5	Education	15.	Personal Betterment
Attendance					6	Discharge-Unsuitable	16.	Transportation
Co-operation					7	Discharge-Disciplinary	17.	Housing
Punctuality					8	Deceased	18.	Domestic Responsiblities
Stability					9	Retirement	19.	Unknown
					10	Remuneration	20.	Marriage
						Other (Please describe		

Signature _____ Signature _____

(Immediate Supervisor) Date |_____| (Department Head) Date |_____|

yymmdd yymmdd

EXIT INTERVIEW

Employee's Statement _____

_____ Employee's Signature _____

Interviewer's Statement _____

_____ Interviewer's Signature _____

(The above to be completed in triplicate. Copies 1 and 2 to be forwarded to the Human Resourc Centre no later than the day following the employee's notice of resignation or discharge)

THE CORPORATION OF THE CITY OF HAMILTON

City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

NOTICE OF MEETING

PERSONNEL COMMITTEE
Wednesday, 1988 July 20
9:00 o'clock a.m.
Room 233, City Hall

J. Thompson
Acting Secretary

AGENDA

1. Minutes of the meeting held Wednesday, 1988 June 22

TREASURER

2. Final Release of Holdback

MANAGER OF PURCHASING

3. Fire hose - Hamilton Fire Department

4. Hiring - Waterfront Project Co-ordinator - Referred back by Council

COMMISSIONER OF HUMAN RESOURCES

5. (a) Overdraft Advertising Account
   (b) Reclassifiction - New positions of Licencing Inspectors/Mechanic - Licencing Division, City Clerk's Office
   (c) Reclassifications - Treasury Department
   (d) Reclassification - Building Department
   (e) Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton

6. Other Business

7. Adjournment

Wednesday, 1988 June 22
9:00 o'clock a.m.
Room 233, City Hall

The Personnel Committee met:

There were present: Alderman M. Kiss, Chairperson
Alderman R. Wheeler, Vice-Chairman
Mayor R. M. Morrow
Alderman B. Hinkley
Alderman D. Christopherson
Alderman Wm. McCulloch
Alderman D. Ross
Alderman H. Merling

Regrets: Alderman J. Smith - Vacation

Also present: Ms. C. Lowe, Commissioner of Human Resources
Mrs. D. Jones, Manager of Personnel Services
Mr. J. Johnston, Manager, Labour Relations
Chief L. Saltmarsh, Fire Department
Mr. T. Critelli, Manager, Wage and Salary Admin.
Mrs. Susan K. Reeder, Secretary

Minutes - 1988 May 2

The Committee was in receipt of the minutes of their meeting held 1988 May 25 and agreed to adopt these minutes.

Vehicle Purchase - Proposed Upper Wellington Fire St

The Committee was in receipt of a report from the Fire Chief dated 1988 June 7, respecting Vehicle Purchase - Proposed Upper Wellington Fire Station.

Moved by Alderman Hinkley, seconded by Alderman Ross and carried to approve the following:

a) That the Personnel Committee recommend to the Executive Committee the purchase of a fire pump truck at an estimated cost of $300 000, as provided for in the 1988 portion of the 1988 - 1992 Capital Budget be proceeded with and;

b) That the Executive Committee recommend the amount and source of funds to be provided for this Capital Project.

Payment of fees- Ross and McBride - City Litigation files 1988 March

The Committee was in receipt of a report from the City Solicitor dated 1988 May 18th respecting payment of fees from Ross and McBride respecting city litigation files for March 1988.

Moved by Alderman Ross seconded by Alderman Hinkley and carried to approve the following:

(a) That the account of Ross and McBride, Barristers and Solicitors dated 1988, May 17 in the total amount of $18 417.19 for fees and $4 063.83 for disbursements for a total amount of $22 481.02 **BE PAID.**

NOTE: This account covers services from 1988, February 29 to 1988, March 31.

Payment of fees - Ross and McBride - City Litigation files 1988 April

The Committee was in receipt from the City Solicitor dated 1988 May 18 respecting the payment of an account to Ross and McBride for city litigation files to April 1988.

Moved by Alderman Ross seconded by Alderman Hinkley and carried to approve the following recommendation:

(b) That the account of Ross and McBride, Barristers and Solicitors dated 1988, May 17 in the total amount of $18 918.00 for fees and $2 299.61 for disbursements for a total amount of $21 917.61 **BE PAID**.

NOTE: This account covers services from 1988, April 1 to 1988, April 30. These invoices result from the law firm acting on the City Litigation files. These invoices represent the interim legal fees and disbursements for 64 City litigation files.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 June 22nd regarding the remuneration of art students.

Remuneration - Articling Students

The Commissioner of Human Resources requested that her report be amended to reflect the proposed increase for art students to $475.00. She indicated to the Committee that this increase is reflective of new information she has received which indicates that M.B.A. students employed by the City of Hamilton receive this amount and that in keeping with this pay that art students should be equal with the M.B.A. students.

It was then moved by Alderman Wheeler seconded by Alderman Ross and carried to approve the following recommendation:

That the remuneration paid to art students be increased from $324.00 per week to $475.00 per week.

The Committee was also in receipt of a letter forwarded to them from the City Solicitor dated 1988 June 13 respecting a letter from a possible art student with respect to the City of Hamilton's remuneration for these positions.

Wage Schedule Ontario Painting Contractors Assoc and the Ontario Council of the International Brotherhood of Painters and Allied Trades

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 June 22 respecting the wage schedule of the Ontario Painting Contractors Association and the Ontario Council of the International Brotherhood of Painters and Allied Trades.

Moved by Alderman Ross seconded by Alderman Wheeler and carried to approve the following recommendation:

That the wage schedule of The Ontario Painting Contractors Association and The Ontario Council of the International Brotherhood of Painters and Allied Trades for the Agreement of 1988, May 16 to 1990, April 30 as follows **BE APPROVED**:

Duration of Agreement - May 16, 1988 to April 30, 1990

Job Classification	Effective Date	Base Rate	Welfare	Pension	Total Pkg. (excl. V.P.)
Journeyman Painter	Jan. 1, 1988	$17.60	$1.15	$1.20	$19.95
	May 16, 1988	1.65	1.15	1.40	21.20
	May 1, 1989	19.50	1.25	1.60	22.35
	Jan. 1, 1990	20.00	1.25	1.60	22.85

Premiums

Foremen, Sub-Foremen, Sandblasters and Spray Painters shall receive One Dollar ($1.00) per hour above the basic hourly rate.

Swing Stagemen, Paper, Vinyl, and Fabric Hangers and Signwriters shall receive fifty ($.50) cents per hour above the basic rate.

Room and Board

Forty Dollars ($40.00) daily or $280.00 weekly.

Mileage

Thirty-two cents ($.32) per mile

Apprentice Rates

1st 900 hours at 40%
2nd 900 hours at 45%
next 1800 hours at 60%
next 1800 hours at 80%

No Smoking Policy - Smoking Cessation Programme

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 June 7 respecting the City of Hamilton's No-Smoking Policy.

Moved by Alderman McCulloch seconded by Alderman Wheeler and carried to approve the following recommendation.

(a) That the City of Hamilton provide encouragement for employees to enroll in a recognized smoking cessation program and that this take the form of a one-time financial incentive up to a maximum of $250.00 per family unit payable upon completion of the program.

(b) That the City Treasurer be requested to recommend to the Finance Committee the amount and source of funds to be provided.

NOTE: It was recommended during discussions on the "No Smoking in the Workplace" By-law that the City offer assistance to employees wishing to stop smoking. This recommendation is consistent with the policy now in place for employees of the Regional Municipality of Hamilton-Wentworth.

For the information of the members of City Council, the Personnel Committee has requested a staff report on the status of this Programme in six months time.

Classification - Yardman/Woman Parks, Public Works Depts

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 June 22 respecting the classification of the position of Yardman/Woman - Parks.

Moved by Alderman Ross seconded by Alderman McCulloch and carried to approve the following recommendation:

That the classification of the Yardman/Woman - Parks, Public Works Department, be a Salary Level D-11 within the C.U.P.E. Local 5 Collective Agreement of the City of Hamilton.

D-11 Salary Schedule: $12.591 per hour
($12.391 per hour probationary)

Classification

Maintenance Foreman/Woman (Eastlawn Cemetery) Public Works Dept.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 June 22 respecting the position of Maintenance Foreman /Woman (Eastlawn Cemetery):

- That the classification of the position of Maintenance Foreman/Woman (Eastlawn Cemetery), Public Works Department be a Salary Level "12C" with the C.U.P.E. Local 1041 Collective Agreement.

12C Salary Schedule: $13.931 - $16.637 per hour.

Appointments to and Terminations from Permanent Positions with the Corporation to 1988 June 10

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 June 22 respecting the Appointments to and Terminations from permanent positions with the Corporation of the City of Hamilton to 1988 June 10.

Moved by Alderman Ross seconded by Alderman Wheeler and carried to approve the following recommendation:

That the Appointments to and Terminations from permanent positions within The Corporation of the City of Hamilton to 1988, June 10th, as outlined in the report attached hereto and marked Appendix "A", BE APPROVED.

Revision of the City of Hamilton's Education Policy

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 June 22 respecting the revision of the City of Hamiltons Education Policy.

Alderman Hinkley suggested that the Human Resources Department undertake a study of the strengths and weaknesses of the Corporations organization for the purpose of addressing gaps that exist. Alderman Hinkley specifically mentioned the position of a Systems Director and the fact that a qualified person within the Traffic Department was there.

The Commissioner of Human Resources agreed and mentioned that her Department is undertaking an accounting of each department's use of the education policy.

Moved by Alderman Hinkley seconded Alderman Ross and carried:

(a) that the Education policy be amended in order to include Council Members

(b) that the fund be derived and budgeted for within the Legislative Budget, and

(c) that the above amendment come into approval of the Executive Committee, the amendment also indicated that this inclusion of the Council Members would commence in the new term of Council.

The Committee then approved the following amended recommendation:

(a) That the revised Tuition Reimbursement Policy, attached hereto and marked Appendix "B", BE APPROVED, and;

(b) That the above noted Policy include members of City Council, to become effective for the next term of Council, and;

(c) That funding for Council members be derived from the Legislative budget, and;

(d) That approval for tuition reimbursement for Council members be placed under the pervue of the Executive Committee.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 June 22 respecting fees paid to the City Doctor.

Fees - City Doctor

Moved by Alderman McCulloch seconded by Alderman Ross and carried to approve the following recommendation:

> That the fees to be paid to the City Doctor for the examination of firefighters on a regular basis **BE INCREASED** by 4.5%, effective 1988 January 1st.
>
> NOTE: The proposed increase was approved in the Fire Department Budget for 1988 and sufficient funds are available in Account No. 0341-0153.

Alderman Ross questioned why the number of routine items being referred to the Committee could not be approved, initialled and approved automatically thereafter. The Commissioner of Human Resources indicated that she agrees with this and proposes to make this recommendation on a number of routine items.

The Committee was in receipt of a information report from the Commissioner of Human Resources dated 1988 June 22 respecting the new Termination of Service Forms which was submitted to the Committee.

New Termination of Service Forms

General discussion then ensued on Exit Interviews as well as the impact this would have on the staff time of the Human Resources Department. It was agreed that there should be an option for an employee to request an Exit Interview with the Human Resources Department. The Commissioner of Human Resources indicated that the work load may need to be addressed sometime in the future with the inclusion of Exit Interviews being offered to departing employees. Alderman Ross suggested that in six months time an in-camera report be sent to the Personnel Committee on the impact and status of the number of Exit Interviews that have been requested and carried out.

The Committee was in receipt of an added report from the Fire Chief dated 1988 June 17 regarding inoculations against communicable diseases for all fire suppression staff.

Inoculations Against Communicable Diseases

General discussion ensued on this matter and various questions were asked about this. The Committee then agreed to refer this matter to the Chief Administrative Officer for a report back on this with specific emphasis on the ramifications to be looked at in approving that inoculations be offered to all fire suppressant staff against Hepatitis B at an estimated cost of $60 000. The Committee also indicated that the question of whether this inoculation should be offered to other organizations should be look at as well.

The Committee was in receipt of an added letter from the Executive Director of the United Association of Journeyman and Apprentices of the Plumbing and Pipefitting Industry of United States and Canada in which the wage schedule was enclosed.

Wage Schedule - United Association of Journeyman and Apprentices of the Plumbing and Pipefitting Industry of United States and Canada

Moved by Alderman Hinkley seconded by Alderman Ross and carried to approve the following:

> That the wage schedule of The United Association of Journeyman and Apprentices for the Plumbing and Pipefitting Industry of the United States and Canada, Local Union 67, Hamilton for the period of 1988, May 1 to 1990 April 30 **BE APPROVED**, subject to receipt of a signed Agreement as follows:

UA LOCAL 67 - WAGE SCHEDULE EFFECTIVE MAY 1, 1988

HAMILTON

	May 1, 1988	June 26, 1988	May 1, 1989
BASE	21.55	20.99	21.89
VP & SHP	2.15	2.10	2.19
WELFARE	1.15	1.25	1.25
PENSION	1.50	2.00	2.50
TRAINING	0.05	0.05	0.05
SUB	0.20	0.20	0.20
ARTICLE 23	0.02	0.02	0.02
OPTPF	0.02	0.02	0.02
UNION DUES	0.20	0.21	0.22
TOTAL	26.84	26.84	28.34
ASSOCIATION FUND	0.13	0.13	0.15
TOTAL	26.97	26.97	28.49
REMITTANCE TO RELIABLE	3.27	3.88	4.41

BRANTFORD

	May 1, 1988	June 26, 1988	May 1, 1989
BASE	20.13	19.57	20.48
BP & SHP	2.01	1.96	2.05
WELFARE	1.15	1.25	1.25
PENSION	1.50	2.00	2.50
TRAINING	0.01	0.01	0.01
SUB	0.20	0.20	0.20
ARTICLE 23	0.02	0.02	0.02
OPTPF	0.02	0.02	0.02
UNION DUES	0.19	0.20	0.20
TOTAL	25.23	25.23	26.73
ASSOCIATION FUND	0.13	0.13	0.15
TOTAL	25.36	25.36	26.88
REMITTANCE TO RELIABLE	3.22	3.83	4.35

Interviewing - Waterfront Project Co-ordinator

The Committee then discussed a matter referred to them by the Parks and Recreation Committee with respect to interviewing of the Waterfront Project Co-ordinator. It was indicated that the Parks and Recreation Committee has directed that Alderman Copps and Mayor Morrow will sit in on the interviews for this position. It was indicated that this is a variance from City of Hamilton Policy #16.14 "Selecting Applicants for Vacant Positions" adopted by City Council on 1983 May 10 and revised 1986 September 30 and City of Hamilton Policy #16.10 "Hiring Policy Department Heads" adopted by City Council 1982 January 26.

Following a great deal of discussion on this matter, the Committee approved the following recommendation:

(a) That the Parks and Recreation Committee be requested to appoint two members of Council to serve along with the Director of Community Development on a Selection Committee for the hiring of the Waterfront Parks Manager, and;

(b) That the appointment of this position be referred to the Personnel Committee for approval, and:

(c) That it be recognized that the establishment of this Selection Committee by City Council for other than Department Head positions does not establish a precedent for variance from City of Hamilton Policy #16.15 "Selecting Applicants for Vacant Positions" adopted by City Council on 1983, May 10th, and revised 1986 September 30th and City of Hamilton Policy #16.10 "Hiring Policy Department Heads" adopted by City Council on 1982 January 26.

Recorded vote: Yeas: Kiss, Wheeler, Christopherson
Nays: Hinkley, Merling

In-Camera

Moved by Alderman Ross seconded by Alderman Merling and carried to move in-camera to discuss matters of a confidential nature.

The Committee then moved out of camera and approved the following recommendations:

Reclassification - City Solicitors Office

That the positions of Manager, Legal Services Division and Manager, Property Law Division in the City Solicitor's Office be placed in the "E" Salary range (3rd step), retroactive to 1988 January 1.

Report - Appeals - Non-Union Salary Study

That the Report of the Personnel Committee dated 1988, June 22nd respecting the Appeals of the Non-Union Salary Study, attached herewith and marked Appendix "C" BE APPROVED.

Adjournment

There being no further business the meeting adjourned.

Taken as read and approved,

Susan K. Reeder
Secretary
Personnel Committee

Alderman M. Kiss, Chairperson
Chairperson
Personnel Committee

1988 June 22
Typed by : D. Geroux

2.

FOR ACTION

REPORT TO: Personnel Committee

FROM: Mr. J. Thompson
Acting Secretary

DATE: 1988 July 13
DEPT FILE:

SUBJECT: FINAL RELEASE OF HOLDBACK

RECOMMENDATION:

That the attached recommendation of the Treasurer dated 1988 June 30 dealing with the Final Release of Total Holdback to G. S. Wark Ltd. which was approved in a poll on 1988 July 6 be formally ratified by the Personnel Committee.

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

See recommendation of Treasurer

BACKGROUND

Due to a delay in processing this Release Holdback, the Treasurer requested advance approval of the Personnel Committee. On 1988 July 6, the Final Release of Holdback was approved via a poll and is now being submitted to the Committee for official and final ratification.

FOR ACTION

REPORT TO: Ms. S. REEBER, SECRETARY
PERSONNEL COMMITTEE

FROM: MR. E. C. MATTHEWS
TREASURER

DATE: 1988 June 30
COMM FILE:
DEPT FILE:

SUBJECT:

FINAL RELEASE OF HOLDBACK.

RECOMMENDATION

That total holdback in the amount of 1,514.68 be released to G. S. Wark Ltd. for the completion of the contract, P. O. 27225, for the construction of Fire Stn. 5-Limeridge & Upper Ottawa pending receipt by the Treasury of the standard release forms from the contractor and City Solicitors Department.

FINANCIAL IMPLICATIONS ***(IF NONE, STATE N/A)***

Within the Construction Lien Act the contractor is entitled to release of holdback monies as soon as the 45 day lien period has expired.

BACKGROUND

This contract was originally authorized by Council on April 14, 1987 in the amount of 785,100.00. The contract is totally complete as of March 21, 1988 and the 45 day lien period expired May 5, 1988. This holdback was for finishing work and as it is now totally complete I am reccommending release of the holdback at this time.

APPROVED via C. Pell
1988 July 6 S.Y.
To be ratified by the Personnel Comm
on 1988 July 20

cc. E Matthews, City Treasurer

JUL 4 1988

3.

FOR ACTION

REPORT TO: MRS. S. K. REEDER, SECRETARY
PERSONNEL COMMITTEE

FROM: MR. T. BRADLEY, MANAGER
PURCHASING

DATE: 1988 June 30
COMM FILE:
DEPT FILE:

SUBJECT: FIRE HOSE, HAMILTON FIRE DEPARTMENT

RECOMMENDATION
That a purchase order be issued to Safety Supply Canada, Richmond Hill in the amount of $26,382 plus applicable taxes for the supply and delivery of Fire Hose for the Hamilton Fire Department in accordance with specifications issued by the Manager of Purchasing and Vendor's quotation.

NOTE: Lowest acceptable of nine (9) quotations received. Funds provided in Replace Hose and Related Equipment Account #0341-0173.

T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)
See above RECOMMENDATION

BACKGROUND - Quotation Analysis

Safety Supply Canada, Richmond Hill	$26,382
Cronin Fire Equipment Limited, Hamilton	26,747
Industrial Hose & Hydraulics Ltd., Hamilton	27,128
Leslie Fire Truck Service, Woodstock	32,161
National Fire Equipment Ltd., Scarborough	19,150 *
Wajax Industries Ltd., Mississauga	20,636 *
C. E. Hickey & Sons Co. Ltd., Hamilton	20,636 *
Hamilton Fire Control Co., Hamilton	26,584 *
Angus Fire Armour Ltd., Toronto	Incomplete

* Product does not meet specifications. Fifteen suppliers were requested to bid. One declined and five did not respond.

4.

Corporation of the City of Hamilton

Memorandum

****

TO: Alderman M. Kiss, Chairperson
Members of the Personnel Committee

YOUR FILE:

FROM: S. K. Reeder
Secretary, Personnel Committee

OUR FILE:
PHONE: 526-2753

SUBJECT: Hiring - Waterfront Project Co-ordinator

DATE: June 29, 1988

Subjoined herewith is Section 13 of the Eighth Report for 1988 of the Personnel Committee.

This recommendation was referred back by City Council at its meeting held Tuesday, June 28, 1988.

This matter will therefore be placed on the next Agenda of the Personnel Committee to take place Wednesday, 1988 July 20th.

SKR/dg

c.c.: Ms. Cheryl Lowe, Commissioner of Human Resources
Mr. E. W. Kowalski, Director of Community Development
Mr. R. C. Prowse, Secretary, Parks and Recreation

Section 13 of the Eighth Report of the Personnel Committee which was referred back by City Council at its meeting held June 28, 1988.

13. (a) That the Parks and Recreation Committee be requested to appoint two members of Council to serve along with the Director of Community Development on a Selection Committee for the hiring of the Waterfront Project Co-ordinator, and;

(b) That the appointment of this position be referred to the Personnel Committee for approval, and;

(c) That it be recognized that the establishment of this Selection Committee by City Council for other than Department Head positions does not establish a precedent for variance from City of Hamilton Policy #16.15 "Selecting Applicants for Vacant Positions" adopted by City Council on 1983, May 10th, and revised 1986 September 30th and City of Hamilton Policy #16.10 "Hiring Policy Department Heads" adopted by City Council on 1982 January 26.

5(a)

FOR ACTION

FROM: Ms. C. A. Lowe
Commissioner, Human Resources

DATE: July 13, 1988

TO: Personnel Committee

REFER TO FILE NO. _____

ATTENTION OF _____

YOUR FILE NO. _____

SUBJECT: Overdraft Advertising Account

RECOMMENDATION:

1.(a) That an additional estimated amount of $28,400 be provided in the advertising account of the Human Resources Centre (City) to cover a present over-expenditure of $8,400 and an anticipated $20,000 advertising expenditure to year end,

(b) that the originating department or board incurring any future advertising expenses in 1988 demonstrate to the Human Resource Centre that they have achieved equal savings in their accounts by an appropriate delay in hiring of the advertised position,

(c) that the finance committee recommend the method of financing.

FINANCIAL IMPLICATIONS:

1. The Human Resource Centre accounts (City) have been examined and it has been determined that no funds are available from other programs or savings to offset the anticipated expenditures to year end.

2. The City's contingency account has been depleted.

3. The present advertising appropriation of $14,180 would be increased to $42,580 on approval of the above recommendations.

4. The additional $28,400 required would be offset by savings in individual departmental accounts.

BACKGROUND:

You will recall that during the budget process we expressed concern that there may not be sufficient funds in this account for the year 1988 as this account is one which varies from year to year and it is difficult to predict the actual expenditures which may or may not occur. The original budget of $19,180 was reduced by committee by $5,000.

...../2

The following are the expenses incurred to July 9, 1988:

Community Development	$ 969.46
Culture & Recreation	2,538.34
H.E.C.F.I.	5,939.61
Legal	5,229.00
Property	7,092.46
Public Works	1,077.50
TOTAL	$22,846.37

Due to a very tight employment market this year, we are not receiving the number of applicants we normally receive for skilled positions, therefore, it has been necessary to advertise more frequently. Because of that same market condition we are losing staff who might not have left under other circumstances.

DJ/hn

Doreen Jones, Manager Personnel Services

C. A. Lowe, Commissioner Human Resources

5(b)

FOR ACTION

FROM Cheryl Lowe
Commissioner of Human Resources

DATE _____

TO Chairman & Members of the Personnel Committee

Refer To File No. _____

Attention Of _____

Your File No. _____

SUBJECT : The classification of the new position of Licence Inspector/ Mechanic within the Licence Division of the City Clerk's Department.

RECOMMENDATION : The Human Resources Centre recommends that the position be implemented within the City of Hamilton C.U.P.E. Local 167 Administration Unit at an A-9 level.

Salary Schedule A-9: $27,129.98 - $32,490.64 per annum.

BACKGROUND : Based on analysis of other positions within the City Clerk's Department, the salary schedule was determined to be appropriate. Funds have been approved by City Council for hiring of this position effective September 5, 1988.

Cheryl Lowe

5(c)

FOR ACTION

FROM Ms. C. A. Lowe
Commissioner, Human Resources

DATE July 5, 1988

TO Personnel Committee

REFER TO FILE NO. _____

ATTENTION OF _____

YOUR FILE NO. _____

SUBJECT

Reclassifications - City Treasury Department.

RECOMMENDATION

That the following positions be reclassified in accordance with the findings of the City Evaluation Committee, effective January 1, 1987.

Assistant Supervisor of Pensions	-	To Level "M" $32,604 to $38,364
Accounts Analyst III	-	To Level "M" $32,604 to $38,364.
Assistant Supervisor of Accounts Payable	-	To Level "N" $30,320 to $35,755.

BACKGROUND

The above three positions were not included in the original Job Evaluation Study for non-union employees.

As a result, they were recently reviewed by the City Evaluation Committee which proposed that they be placed in theh levels recommended above.

TF/hn

Cheryl Lowe
Signature

5(d)

FOR ACTION

FROM Ms. C. A. Lowe
Commissioner, Human Resources

DATE July 5, 1988

TO Personnel Committee

REFER TO FILE NO. _____

ATTENTION OF _____

YOUR FILE NO. _____

SUBJECT Chief Building Engineer - Building Department

RECOMMENDATION

That effective July 4, 1988 one of the five Building Engineers' positions in the Building Department be reclassified to the position of Chief Building Engineer at Level "I" of the Non-Union Salary Schedule.

ANALYSIS:

On September 29, 1987 City Council approved the reclassification of one Building Engineer's position to Chief Building Engineer. This approval was based on a change in workload priorities and a restriction on further staff hirings.

The position was presented to the City Evaluation Committee on June 17, 1988 and was rated at Level "I" of the Non-Union Salary Schedule.

The net effect of this reclassification, will not result in any change to the staff complement of the Building Department.

TF/hn

Cheryl Lowe
Signature

5(e)

FOR ACTION

FROM Ms. C. A. Lowe
Commissioner, Human Resources

DATE July 20, 1988

TO Personnel committee

REFER TO FILE NO. _____

ATTENTION OF _____

YOUR FILE NO. _____

SUBJECT Appointments to and Terminations from Permanent Positions with the Corporation to July 4, 1988.

RECOMMENDATION

As attached.

Cheryl Lowe
Signature

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Leonard Cocomazzi	Tree Climber (D-9)	Public Works	replacing Mr. P. Lecompte - transferred	$12.192 to $12.392	$12.392 per hour (2 of 2)	May 30, 1988
Mr. Charles Destro	Concrete Finisher (Districts) (D-8)	Public Works	replacing Mr. C. Mattina - resigned	$12.128 to $12.328	$12.128 per hour (1 of 1)	June 6, 1988
Mr. John Allan Gamble	Property Officer (A-9(a))	Property	replacing Ms. Irene Taravski - promoted	$533.06 to $635.59	$635.59 per week (5 of 5)	June 13, 1988
Mr. Roman Hrynyk	Systems Analyst (A-18)	Treasury	replacing Mr. Ross Robertson - retired	$832.31 to $991.41	$865.55 per week (2 or 5)	June 13, 1988
Mr. Gary R. Kirchknopt	Legislative Technologist (A-12)	Traffic	replacing Mr. Martin White - promoted	$588.12 to $689.97	$643.44 per week (3 of 5)	June 13, 1988
Mr. John F. Manta	Clerk Investigator (A-4)	Traffic	replacing Mr. Ward Howard - retired	$422.70 to $476.46	$422.70 per week (1 of 5)	June 13, 1988
Mr. Scott McEwan	Equipment Mechanic II (D-11)	Public Works	replacing Mr. Christopher Turner - transferred	$12.391 to $12.591	$12.591 per hour (2 of 2)	June 20, 1988
Ms. Elaine McLaren	Drafting Technician (A-9)	Traffic	replacing Ms. Lois Harvey - promoted	$521.73 to $624.82	$568.24 per week (3 of 5)	June 20, 1988
Ms. Gail Lee Paradis	Stenographer IV (E-2)	City Solicitor's	replacing Ms. Christine Shepherd - promoted	$339.51 to $365.75	$339.51 per week (1 of 3)	June 13, 1988

Prepared 06 July 1988

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Stephen John Rea	Lieutenant (C-7)	Fire	replacing Capt. Stephen F. Morelli - promoted	$43.881.02	$43,881.02 per annum (1 of 1)	June 5, 1988
Mr. Craig Ruscinski	Operator Central Utilities (M-16)	Central Utilities Plant (Div. of H.E.C.F.I.)	replacing Mr. Robert Hamilton - promoted	$15.000	$15.000 per hour (1 or 1)	June 6, 1988
Ms. Lynne Tofani	Administrative Asst.IV (Q)	City Clerk's	replacing Ms. Stephanie Prpic - promoted	$432.63 to $509.96	$432.63 per week (1 of 5)	July 4, 1988

Prepared 06 July 1988

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Mr. Brian Bishop	By-Law Officer	Traffic	Resigned	7 years, 3 months	July 8, 1988
Ms. Evelyn Buffett	Stenographer II	Building	Resigned	7 years, 8 months	June 24, 1988
Ms. Jean Faris	Executive Assistant	Hamilton Place (Div. of H.E.C.F.I.)	Retirement	12 years	June 30, 1988
Mr. Gordon Henderson	By-Law Officer	Traffic	Retirement	4 years, 10 months	June 30, 1988
Mr. Jon Jouppien	Curator	Dundurn Castle (Div. of Culture & Recreation)	Resigned	1 year, 5 months	June 30, 1988
Mr. D. Keddie	Garbage Loader	Public Works	Resigned	26 years	June 30, 1988
Mr. E. McGarthy	Labourer	Public Works	Resigned	12 years, 11 months	May 27, 1988
Mr. Mark Mehlenbacher	Firefighter	Fire	Resigned	2 years, 2 months	June 29, 1988
Mr. Paul Milan	Cement Finisher	Public Works	Unknown	3 days	June 2, 1988
Mr. Mark Ormond	Traffic Serviceman II	Traffic	Resigned	1 year 6 months	July 5, 1988
Mr. Anthony Sakalauskas	Firefighter	Fire	Resigned	19 years 7 months	June 19, 1988
Mr. M. Trigiani	Cement Finisher	Public Works	Termination	6 years, 2 months	June 24, 1988

Prepared 06 July 1988

THE CORPORATION OF THI
City Hall, 71 Main Street West, Hamilton

1988 August 19

NOTICE OF MEETING

PERSONNEL COMMITTEE
Wednesday, 1988 August 24
9:00 o'clock a.m.
Room 233, City Hall

Susan K. Reeder

Susan K. Reeder
Secretary

AGENDA

A) **William G. Charlton, Q.C., Ross & McBride Re: Litigation Legal Services**

(i) **Report** - Ross & McBride - Statement on Fees for Litigation Services
(ii) **Report** - City Solicitor - Statement of Fees for Litigation Services
(iii) **Report** - City Treasurer - Litigation Service Fees
(iv) **Report** - Secretary, Executive Committee - (For Information)
(v) **Report** - Acting Secretary, Personnel Committee - (For Information)
(vi) **Correspondence** - Alderman M. Kiss - (For Information)

CITY SOLICITOR

1. Accounts - Ross & McBride

(a) 1988 May
(b) 1988 June
(c) 1988 July (For information)

2. Adoption of the minutes of the meeting held Wednesday, 1988 July 20th

COMMISSIONER OF HUMAN RESOURCES

3. Leave of Absence

4. Purchase of Service - OMERS

5. Agreement - The Hand Association of Sewer, Watermain and Road Contractors and the Internatiional Union of Operating Engineers, Local 793.

6. Contract Settlement - The Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America (Local 18, Hamilton)

7. Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to 1988 August 12th

8. Hiring - Waterfront Project Co-ordinator (For Information)

9. Ministry of Municipal Affairs Guidebook "Avoiding Wrongful Dismissal" (For Information)

10. Other Business

11. Adjournment

ROSS & MCBRIDE

BARRISTERS & SOLICITORS
PATENT & TRADE MARK AGENTS

WILLIAM L. ROSS, K.C. (1890-1947)
PAUL D. READ, Q.C.
RICHARD L. VERITY, Q.C.
ROGER M. MORRIS
JAMES A. SWEETLOVE
JAMES W. OLIVER
PETER R. TICE
DAVID E. IVEY
GERARD P. MURPHY
PATRICK J. HOFBAUER
LAUREL EVANS
KENDRA M. COATS
SCOTT E. PREECE
MICHAEL C. BRUDER
ANTHEA E. HELLING

ROBERT P. MCBRIDE, Q.C. (1911-1965)
ARTHUR L. BINKLEY, Q.C.
MARVIN B. DABOLL, Q.C.
ROBERT M. ORR
GERALD B. AGGUS
RICHARD W. SHIELDS
JEFFREY R. MANISHEN
ROBERT B. MUNROE
DAVID S. GODARD
GARY J. KUZYK
RALPH W. BENEDICT
STANLEY F. FLORAS
MARK W. SAZIO
GAIL E. MCCOMBS
PAUL L. SETTIMI

CECIL W. ROBINSON, Q.C. (1929-1988)
DONALD M. MANN, Q.C.
ROBERT L. ROBINSON
W. GRAYDON SHEPPARD
DAVID J. GREGORY
PAUL D. PARADIS
KEVIN I. M. SMITH
JOHN S. HALL
LAWRENCE A. ROTENBERG
BRIAN DUXBURY
DAVID G. TIMMS
NEIL R. HENDRY
ELIZABETH C. SHEARD
CLAYTON J. WALLACE
ROBERT W. YOUNG

COUNSEL:
WILLIAM G. CHARLTON, Q.C.
DAVID GOLDBERG, Q.C.
RAYMOND M. PLANT, Q.C.

STONEY CREEK
WATERDOWN

TELEPHONE (416) 526-9800
TELECOPIER (416) 526-0732

10TH-11TH FLOORS, COMMERCE PLACE
ONE KING STREET WEST
MAIL: P.O. BOX 907
HAMILTON, CANADA
L8N 3P6

DIRECT DIAL NUMBER (416) 572- 5805

A.

July 28, 1988

Mayor Robert Morrow and Members
of the Executive Committee
of the City of Hamilton,
c/o City Hall,
71 Main Street West,
Hamilton, Ontario.
L8N 3T4

Dear Mr. Mayor and Members
of the Executive Committee:

Re: Litigation Legal Services

I. REASONS FOR THIS LETTER

This letter was originally prepared in response to a request from Mr. Sage in anticipation of a meeting of the Executive Committee to be held July 20, 1988. That meeting has now been adjourned to August.

Secondly, we have taken the opportunity to expand this letter somewhat in light of a public report in the Spectator of July 21, 1988, apparently reporting on comments made at a meeting of the Personnel Committee.

II. HISTORY OF OUR RETAINER

We were retained in November of 1987 to assume Mr. Vickers' files. At that time, Mr. Vickers had left; Mr. Rouff was absent through illness; and Mr. Eker had called us in to assist. There was no master list of files. We were asked to go through and report on every file. Initially, we set up 343 files, which we will call the "Vickers" files; 11 of those were referred to other solicitors because of conflicts, leaving 332 files. Presently, there remain 247 open Vickers files (85 have been closed). A further number are due to be closed shortly.

Mayor Robert Morrow and Members
of the Executive Committee
of the City of Hamilton

July 28, 1988

Since the initial transfer of the Vickers files, "new" litigation files have continued to be referred to us, and at the time of writing we have 320 open litigation files for the City of Hamilton.

III. FILE ADMINISTRATION

City files generally fall into one of two categories. The first category consists of negligence claims against the City, including motor vehicle claims and claims arising from non-repair of walks and roadways and subrogated Workers' Compensation claims. Since November of 1987, some of these files have been returned to the City, requiring no further action; many have been settled by way of discontinuance or abandonment by the Plaintiff; and many have been settled pursuant to approvals recommended to the City Solicitor and approved by council. The remaining files continue to be worked upon.

The second category pertains more to municipally related matters, such as by-laws, planning and contract disputes. These are fewer in number, not predictable in frequency and tend to require intense activity immediately. To date, all of these have resulted in success for the City.

There is a third category, which we call extraordinary matters. Five such matters have been referred to us as new matters since November of 1987 and are typified by the Bernie Arbour Stadium file. Such files are generally of an emergency nature, and have not been the subject of any budget discussions.

All time spent on City files is billed monthly, and regular monthly status reports are delivered to Mr. Rouff.

IV. BUDGETS AND FEES

Shortly after the delivery of the Vickers files to this office, we were asked to anticipate the cost of administering those files, and only those files, for the calendar year 1988. We explained that such an estimate was difficult as we had no cost experience available to us; nevertheless, we estimated from $60,000.00 to $70,000.00. It was pointed out that such a figure would not apply if any further such files were referred to the firm. In fact, there have already been approximately 75 new files referred.

Accordingly, a second budget figure was discussed, namely, a budget for the anticipated cost of carrying the Vickers files and of carrying any new such files referred to the firm

Mayor Robert Morrow and Members
of the Executive Committee
of the City of Hamilton

July 28, 1988

during 1988; namely, our present situation. Our Mr. Charlton advised Mr. Sage that, again, such a prediction would be extremely difficult, but that an amount of $140,000.00 was an acceptable budget target. Your Treasury Officials have confirmed that this is the budget target presently in place for legal fees for the routine litigation files.

In anticipation of the Executive Committee meeting originally scheduled for July 20, 1988, we reviewed fees billed to date, and we are satisfied that our original budget forecast will be met. Fees attributable to the Vickers files continue to fall; the number of negligence claims has declined (these are often weather related); and apart from any extraordinary matters, total fees for the litigation files, for 1988, will be not more than $140,000.00. See the attached detailed list of all our accounts, and especially the "Summary" page.

Lastly, it is important to note that we have reviewed our numbers with your Treasury Officials, and are satisfied that we agree on amounts. (The Treasury materials shown to us include disbursements; these are expenses paid by us on your behalf, and then added to the monthly statements; they are not included in the budget estimates of fees.)

V. RESPONSIBILITY

The litigation department of Ross & McBride presently consists of 16 lawyers, not including Mr. Plant, who has overall responsibility for all matters relating to municipalities. Day to day responsibility for the negligence cases rests with Mr. Kuzyk, a partner, and Mr. Young, an associate. The by-law, planning and contract matters have been the responsibility of Messrs. Charlton and Duxbury, both partners, and Miss Helling, an associate. All these matters are reported to Mr. Rouff through Mr. Plant, a partner of 23 years experience in municipal law.

VI. CONCLUSION

We trust the foregoing is of assistance. At the end of December of this year, we will be able to provide a report based on a fiscal year of experience, and presumably that report will be able to assist you further in deliberations. The article in the Spectator made it clear to us that some members of council have been given wrong information, both about this firm and about matters related to our retainer. In light of that, we are requesting that the Personnel Committee include us on its next public agenda for information and discussion purposes. Further, we want to meet with any members of council who have any questions about this firm or its services, and would be grateful

Mayor Robert Morrow and Members
of the Executive Committee
of the City of Hamilton

July 28, 1988

for an opportunity to do so. A detailed breakdown of all accounts rendered for both 1987 and 1988 has been forwarded to Mr. Rouff and Mr. Sage, as attached.

Yours very truly,

ROSS & McBRIDE

Per:

William G. Charlton, Q.C.

Yours very truly,

ROSS & McBRIDE

Per:

Raymond M. Plant, Q.C.

/jnb
Encl.

cc. Mr. M. L. Sage
Chief Administrative Officer
City of Hamilton

cc. Mr. Ken Rouff
Legal Department
City of Hamilton

cc. Alderman Mary Kiss
Chairman, Personnel
City of Hamilton

cc. All Remaining Members
of Council

S U M M A R Y

We originally received 343 files from the City of Hamilton, 11 of which were turned away as a result of conflicts; leaving 332 files. Currently, there are approximately 247 Vickers files remaining, and 73 new files, for a total of 320.

In 1988, the "New Files" includes a sum of $32,885.00 for extraordinary matters, not anticipated for budget purposes. These files are 5 in number: Bernie Arbour Stadium; Diton; Riddrie; John Street; and Rosamond. Accordingly, the total cost of budgeted files for the first half of 1988 is $68,307.50. This is consistent with an annual budget of $140,000.00.

1988 (6 months ending June 30)

VICKERS FILES	$ 59,616.50
NEW FILES	41,576.00
LESS NON-BUDGET FILES	($32,885.00)
ACTUAL TOTAL (6 months)	$ 68,307.50
BUDGET TOTAL (6 months)	$ 70,000.00

CITY OF HAMILTON FILES - FEES:
VICKERS/NEW FILES

Accounts Rendered for the month of November, 1987

Vickers' Files:		
Hamilton re: General	$4,750.00	
Hamilton re: Petis	3,500.00	
Hamilton re: Guagliano	245.00	
Hamilton re: Geddes	715.00	
Hamilton re: Semenuk	770.00	
Total Vickers' files		$9,980.00
New Files:		
Total new files		nil
TOTAL FILES FOR THE MONTH OF NOVEMBER		$9,980.00

Accounts Rendered for the month of December, 1987

Vickers' Files:		
Hamilton re: General	$28,900.00	
Hamilton re: Greenridge	265.00	
Total Vickers' Files		$29,165.00
New Files:		
Hamilton re: Diton Construction	4,950.00	
Total new files		4,950.00
TOTAL FILES FOR THE MONTH OF DECEMBER		$34,115.00

Accounts Rendered for the month of January, 1988

Vickers' Files:

Hamilton re: General	$9,000.00	
Hamilton re: ats Stasiuk	1,100.00	
Total Vickers' files		$10,100.00

New Files:

Total new files		Nil
TOTAL FILES FOR THE MONTH OF JANUARY		$10,100.00

Accounts Rendered for the month of February, 1988

Vickers' Files:

Hamilton re: Paterson	$ 750.00	
Hamilton re: General	7,990.00	
Total Vickers' files		$8,740.00

New Files:

Hamilton re: Bernie Arbour Stadium	11,450.00	
Hamilton re: Diton	425.00	
Total new files		11,875.00
TOTAL FILES FOR THE MONTH OF FEBRUARY		$20,615.00

Accounts Rendered for the month of March, 1988

Vickers' Files:

Hamilton re: General	$ 1,975.00
Hamilton re: Wasserman	350.00
Hamilton re: Cipriani	1,150.00
Hamilton re: Somagvari	450.00
Hamilton re: Johnson	350.00
Hamilton re: Todd	1,500.00
Hamilton re: Alaimo, Carmelo	20.00
Hamilton re: Alves, Antonio	460.00
Hamilton re: Attridge, Mildred	170.00

Hamilton re:	Baker, Thomas	295.00
Hamilton re:	Beattie, Effie	275.00
Hamilton re:	Benjamin, Samuel & Joan	370.00
Hamilton re:	Boone, James	115.00
Hamilton re:	Cameron, Marion	30.00
Hamilton re:	Caprice, Frances	780.00
Hamilton re:	Clarke, Lloyd	60.00
Hamilton re:	Deamude, Earl	625.00
Hamilton re:	Dellamaestra, Victoria & Enso	560.00
Hamilton re:	Dileonardo, Emilia	35.00
Hamilton re:	Divencenzo, Vilma	640.00
Hamilton re:	Dolman, Gerald	345.00
Hamilton re:	Dorr, J. & R.	30.00
Hamilton re:	Dubeckyj, Iwan	1,480.00
Hamilton re:	Duckworth, Robert	290.00
Hamilton re:	Elms, Eliz & Donna	95.00
Hamilton re:	Evans, Harry	90.00
Hamilton re:	Ferrara, B. & V.	125.00
Hamilton re:	Fitzpatrick, Garry	45.00
Hamilton re:	Foster, Kyle & Joshua	125.00
Hamilton re:	French, Florence	75.00
Hamilton re:	Freudenreich, H.	20.00
Hamilton re:	ats Garside, Ken & Ed	115.00
Hamilton re:	ats Gaulton, Loretta	125.00
Hamilton re:	ats Geddes, Dolly	45.00
Hamilton re:	ats Gibson, Kathleen	55.00
Hamilton re:	ats Gow, David, et al	50.00
Hamilton re:	ats Graham, Paul	170.00
Hamilton re:	ats Greenidge, Elsie	185.00
Hamilton re:	Guagliano, Charles	880.00
Hamilton re:	Hawell, Mary	425.00
Hamilton re:	ats Hill, Karrie Anne	45.00
Hamilton re:	ats Hovrilenko, et al	570.00
Hamilton re:	Jone, Eric et al	125.00
Hamilton re:	Jones, Sharon	165.00
Hamilton re:	Kartonchik, M & A	105.00
Hamilton re:	ats Kerwin, Harold	135.00
Hamilton re:	ats Kotarski, T. et al	60.00
Hamilton re:	ats Kulchyckyj, J. & M.	745.00
Hamilton re:	ats Lagan, Rosalie	35.00
Hamilton re:	ats Lorforte, E. & G.	160.00
Hamilton re:	Lohnert, Joseph	165.00
Hamilton re:	ats Lukicek	40.00
Hamilton re:	Mallett, William G.	1,200.00
Hamilton re:	ats Maracle, John	55.00
Hamilton re:	Miscellaneous January, 1987	20.00
Hamilton re:	Miskic, Mara	95.00
Total Vickers' files		$18,700.00

New Files:

Hamilton re:	Hazell	135.00	
Hamilton re:	Ioannidis	115.00	
Hamilton re:	McNally	35.00	
Hamilton re:	Diton	1,050.00	
Hamilton re:	Tidley	650.00	
Hamilton re:	Bernie Arbour Stadium	2,575.00	
Hamilton re:	Riddrie	2,750.00	
Total new files			7,310.00
TOTAL FILES FOR THE MONTH OF MARCH			$26,010.00

Accounts rendered for the month of April, 1988

Vickers' Files

Hamilton re:	Casey & Galante	$ 75.00
Hamilton re:	Tuban	100.00
Hamilton re:	ats Semenuk, Helen	810.00
Hamilton re:	ats Winning, et al v. Brennan	965.00
Hamilton re:	ats Walsh, Marjorie	250.00
Hamilton re:	ats Taunton, Elizabeth	630.00
Hamilton re:	ats Walsh, Eugene	450.00
Hamilton re:	ats Stroud, Marjorie	315.00
Hamilton re:	ats Smith, Judith	205.00
Hamilton re:	ats Sherk, Mary, et al	160.00
Hamilton re:	ats Tindale, Tom, et al	20.00
Hamilton re:	ats Ryatt, Gurdeep	200.00
Hamilton re:	ats Rohr, Bette, et al	345.00
Hamilton re:	ats Pearson v. Kim	490.00
Hamilton re:	ats Pearson, James	270.00
Hamilton re:	ats Pasquale, Paula & Domenic	125.00
Hamilton re:	Patchett, Kathy & Izlakar, Troy	265.00
Hamilton re:	ats Ricciardeon, Fern	95.00
Hamilton re:	Queen, Catherine	175.00
Hamilton re:	Presuttie, Antoinetta & Antonio	1,300.00
Hamilton re:	ats Perri, Frank	60.00
Hamilton re:	ats Rogano, Rachele	275.00
Hamilton re:	ats Schiavulli, Franceso, et al	360.00
Hamilton re:	ats Stojadinov, Milena, et al	775.00
Hamilton re:	ats Willson, Winnifred I.	90.00
Hamilton re:	Simpson, Regina	75.00
Hamilton re:	Anz, Nadia	20.00
Hamilton re:	Patrick, Keith	30.00
Hamilton re:	Stachow, Annie	120.00
Hamilton re:	Floods - General	1,250.00
Hamilton re:	D.B. Savage Industrial Sales Ltd.	725.00
Hamilton re:	Tyrell, Helen	160.00

Accounts Rendered for the month of June, 1988

Vickers' Files

Hamilton re:	General	$ 2,100.00	
Hamilton re:	Dufferin Construction	690.00	
Hamilton re:	Palmer	375.00	
Hamilton re:	Mitsui	806.50	
Hamilton re:	Bottega	650.00	
Hamilton re:	Floods - General	290.00	
Hamilton re:	Morris	385.00	
Hamilton re:	307588 Ontario Limited	475.00	
Hamilton re:	Flynn Ventilators	345.00	
Hamilton re:	ats Pearson	315.00	
Total Vickers' files			$ 6,431.50

New Files:

Hamilton re:	Bernie Arbour Stadium	1,750.00	
Hamilton re:	DiPietro & D'Angelo	225.00	
Hamilton re:	Rosamond	8,560.00	
Hamilton re:	Injunction	425.00	
Hamilton re:	General - Municipal	220.00	
Hamilton re:	Child	536.50	
Hamilton re:	Frame	255.00	
Hamilton re:	Roma Gardens Phase I	195.00	
Total new files			12,166.50
TOTAL FILES FOR THE MONTH OF JUNE			$18,598.00

Hamilton re:	Robertson, Josephine, et al	15.00	
Total Vickers' files			$11,200.00

New Files:

Hamilton re:	Mongeon	1,250.00	
Hamilton re:	Shell Oil	850.00	
Hamilton re:	John Street	3,650.00	
Hamilton re:	Pedestrian Bridge	625.00	
Hamilton re:	Private Bill	1,000.00	
Hamilton re:	Micallef	378.00	
Total new files			7,753.00
TOTAL FILES FOR THE MONTH OF APRIL			$18,953.00

Accounts Rendered for the month of May, 1988

Vickers' Files

Hamilton re:	DiCenzo Donstruction	$ 250.00	
Hamilton re:	Stasiuk	375.00	
Hamilton re:	Palmer	1,100.00	
Hamilton re:	Petis	300.00	
Hamilton re:	Quatro Food Limited	300.00	
Hamilton re:	Dufferin Construction Company	325.00	
Hamilton re:	D.B. Savage Industrial Sales Ltd.	450.00	
Hamilton re:	Condello	350.00	
Hamilton re:	Hamilton Convention Centre	175.00	
Hamilton re:	Somagvari	820.00	
Total Vickers' files			$ 4,445.00

New Files

Hamilton re:	Expropriation of Easement	650.00	
Hamilton re:	Gringhuis	200.00	
Hamilton re:	Tidey Construction	175.00	
Hamilton re:	Patterson	375.00	
Hamilton re:	General - Municipal	140.00	
Hamilton re:	Diton	675.00	
Hamilton re:	Micallef	256.50	
Total new files			2,471.50
TOTAL FILES FOR THE MONTH OF MAY			$ 6,916.50

Ross & McBride

BARRISTERS & SOLICITORS
PATENT & TRADE MARK AGENTS

WILLIAM L. ROSS, K.C. (1890-1947)
PAUL D. READ, Q.C.
RICHARD L. VERITY, Q.C.
ROGER M. MORRIS
JAMES A. SWEETLOVE
JAMES W. OLIVER
PETER R. TICE
DAVID E. IVEY
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SCOTT E. PREECE
GAIL E. McCOMBS
PAUL L. SETTIMI

COUNSEL:
WILLIAM G. CHARLTON, Q.C.
DAVID GOLDBERG, Q.C.
RAYMOND M. PLANT, Q.C.

STONEY CREEK
WATERDOWN

TELEPHONE (416) 526-9800
TELECOPIER (416) 526-0732

10TH-11TH FLOORS, COMMERCE PLACE
ONE KING STREET WEST

MAIL: P.O. BOX 907
HAMILTON, CANADA
L8N 3P6

DIRECT DIAL NUMBER (416) 572-5805

August 15, 1988

D E L I V E R E D

Mr. Ed Simpson,
City Clerk,
City of Hamilton,
71 Main Street West,
Hamilton, Ontario.
L8N 3T4

Dear Mr. Simpson:

Re: Report to Mayor Morrow and Executive Committee dated July 28, 1988

Enclosed with this letter please find copies of an updated summary and statement of accounts for legal fees rendered to the City of Hamilton by this firm for the period covering November 1, 1987 to June 30, 1988. This will replace the summary enclosed with the above-noted report of July 28, 1988. Would you please see that the enclosed copies are distributed to all members of the Personnel Committee for their use when they deal with this matter at the meeting scheduled for August 24, 1988. Additional copies are enclosed to be distributed to all other members of council for their information.

Thank you.

Yours very truly,

ROSS & McBRIDE

Per:

Raymond M. Plant, Q.C.

RMP/jnb
Encls.

S U M M A R Y

Dated: August 12, 1988

We originally received 343 files from the City of Hamilton, 11 of which were turned away as a result of conflicts; leaving 332 files. Currently, there are approximately 247 Vickers files remaining, and 73 new files, for a total of 320.

In 1988, the "New Files" includes a sum of $32,885.00 for extraordinary matters, not anticipated for budget purposes. These files are 5 in number: Bernie Arbour Stadium; Diton; Riddrie; John Street; and Rosamond. Accordingly, the total cost of budgeted files for the first half of 1988 is $68,506.00. This is consistent with an annual budget of $140,000.00.

1988 (6 months ending June 30)

VICKERS FILES	$ 59,886.50
NEW FILES	41,504.50
LESS NON-BUDGET FILES	($32,885.00)
ACTUAL TOTAL (6 months)	$ 68,506.00
BUDGET TOTAL (6 months)	$ 70,000.00

Note: The attached statement comprises all of the legal accounts billed to the City by the firm for the period November 1987 to June 1988, as formed by a thorough search of the firm's records. The statement is not based on the accounts paid by the City.

CITY OF HAMILTON FILES - FEES:
VICKERS/NEW FILES

Accounts Rendered for the month of November, 1987

Vickers' Files:

Hamilton re: General	$ 4,750.00	
Hamilton re: Petis	3,500.00	
Hamilton re: Guagliano	245.00	
Hamilton re: Geddes	715.00	
Hamilton re: Semenuk	770.00	
Total Vickers' files		$ 9,980.00

New Files:

Total new files		nil
TOTAL FILES FOR THE MONTH OF NOVEMBER		$ 9,980.00

Accounts Rendered for the month of December, 1987

Vickers' Files:

Hamilton re: General	$32,000.00	
Total Vickers' Files		$32,000.00

New Files:

Hamilton re: Diton Construction	4,950.00	
Total new files		4,950.00
TOTAL FILES FOR THE MONTH OF DECEMBER		$36,950.00

Accounts Rendered for the month of January, 1988

Vickers' Files:

Hamilton re: General	$ 9,000.00	
Hamilton re: ats Stasiuk	1,100.00	
Total Vickers' files		$10,100.00
New Files:		
Total new files		Nil
TOTAL FILES FOR THE MONTH OF JANUARY		$10,100.00

Accounts Rendered for the month of February, 1988

Vickers' Files:

Hamilton re: Paterson	$ 750.00	
Hamilton re: General	7,990.00	
Total Vickers' files		$ 8,740.00
New Files:		
Hamilton re: Bernie Arbour Stadium	$11,450.00	
Hamilton re: Diton	425.00	
Total new files		11,875.00
TOTAL FILES FOR THE MONTH OF FEBRUARY		$20,615.00

Accounts Rendered for the month of March, 1988

Vickers' Files:

Hamilton re: General	$ 1,975.00
Hamilton re: Wasserman	350.00

Hamilton re:	Cipriani	$ 1,150.00
Hamilton re:	Somagvari	450.00
Hamilton re:	Johnson	350.00
Hamilton re:	Todd	1,500.00
Hamilton re:	Alaimo, Carmelo	20.00
Hamilton re:	Alves, Antonio	460.00
Hamilton re:	Attridge, Mildred	170.00
Hamilton re:	Baker, Thomas	295.00
Hamilton re:	Beattie, Effie	275.00
Hamilton re:	Benjamin, Samuel & Joan	370.00
Hamilton re:	Boone, James	115.00
Hamilton re:	Cameron, Marion	30.00
Hamilton re:	Caprice, Frances	780.00
Hamilton re:	Clarke, Lloyd	60.00
Hamilton re:	Deamude, Earl	625.00
Hamilton re:	Dellamaestra, Victoria & Enso	560.00
Hamilton re:	Dileonardo, Emilia	35.00
Hamilton re:	Divencenzo, Vilma	640.00
Hamilton re:	Dolman, Gerald	345.00
Hamilton re:	Dorr, J. & R.	30.00
Hamilton re:	Dubeckyj, Iwan	1,480.00
Hamilton re:	Duckworth, Robert	290.00
Hamilton re:	Elms, Eliz & Donna	95.00
Hamilton re:	Evans, Harry	90.00
Hamilton re:	Ferrara, B. & V.	125.00
Hamilton re:	Fitzpatrick, Garry	45.00
Hamilton re:	Foster, Kyle & Joshua	125.00
Hamilton re:	French, Florence	75.00
Hamilton re:	Freudenreich, H.	20.00
Hamilton re:	ats Garside, Ken & Ed	115.00
Hamilton re:	ats Gaulton, Loretta	125.00
Hamilton re:	ats Geddes, Dolly	45.00
Hamilton re:	ats Gibson, Kathleen	55.00
Hamilton re:	ats Gow, David, et al	50.00
Hamilton re:	ats Graham, Paul	170.00
Hamilton re:	ats Greenidge, Elsie	185.00
Hamilton re:	Guagliano, Charles	880.00
Hamilton re:	Hawell, Mary	425.00
Hamilton re:	ats Hovrilenko, et al	570.00
Hamilton re:	Jone, Eric et al	125.00
Hamilton re:	Jones, Sharon	165.00
Hamilton re:	Kartonchik, M & A	105.00
Hamilton re:	ats Kerwin, Harold	135.00
Hamilton re:	ats Kotarski, T. et al	60.00
Hamilton re:	ats Kulchyckyj, J. & M.	745.00
Hamilton re:	ats Lagan, Rosalie	35.00
Hamilton re:	ats Lorforte, E. & G.	160.00
Hamilton re:	Lohnert, Joseph	165.00

Hamilton re:	ats Lukicek	$ 40.00	
Hamilton re:	Mallett, William G.	1,200.00	
Hamilton re:	ats Maracle, John	55.00	
Hamilton re:	Miscellaneous January, 1987	20.00	
Hamilton re:	Miskic, Mara	95.00	
Total Vickers' files			$18,655.00

New Files:

Hamilton re:	Hazell	$ 135.00	
Hamilton re:	Ioannidis	115.00	
Hamilton re:	McNally	35.00	
Hamilton re:	Diton	1,050.00	
Hamilton re:	Tidley	650.00	
Hamilton re:	Bernie Arbour Stadium	2,575.00	
Hamilton re:	Riddrie	2,750.00	
Total new files			7,310.00
TOTAL FILES FOR THE MONTH OF MARCH			$25,965.00

Accounts rendered for the month of April, 1988

Vickers' Files

Hamilton re:	Casey & Galante	$ 75.00
Hamilton re:	Tuban	100.00
Hamilton re:	ats Semenuk, Helen	810.00
Hamilton re:	ats Winning, et al v. Brennan	965.00
Hamilton re:	ats Walsh, Marjorie	250.00
Hamilton re:	ats Taunton, Elizabeth	630.00
Hamilton re:	ats Walsh, Eugene	450.00
Hamilton re:	ats Stroud, Marjorie	315.00
Hamilton re:	ats Smith, Judith	205.00
Hamilton re:	ats Sherk, Mary, et al	160.00
Hamilton re:	ats Tindale, Tom, et al	20.00
Hamilton re:	ats Ryatt, Gurdeep	200.00
Hamilton re:	ats Rohr, Bette, et al	345.00
Hamilton re:	ats Pearson v. Kim	490.00
Hamilton re:	ats Pearson, James	270.00
Hamilton re:	ats Pasquale, Paula & Domenic	125.00
Hamilton re:	Patchett, Kathy & Izlakar, Troy	265.00
Hamilton re:	ats Ricciardeon, Fern	60.00
Hamilton re:	Queen, Catherine	175.00

Hamilton re:	Presuttie, Antoinetta & Antonio	$ 1,300.00	
Hamilton re:	ats Perri, Frank	60.00	
Hamilton re:	ats Rogano, Rachele	275.00	
Hamilton re:	ats Schiavulli, Franceso, et al	360.00	
Hamilton re:	ats Stojadinov, Milena, et al	775.00	
Hamilton re:	ats Willson, Winnifred I.	90.00	
Hamilton re:	Simpson, Regina	75.00	
Hamilton re:	Anz, Nadia	20.00	
Hamilton re:	Patrick, Keith	30.00	
Hamilton re:	Stachow, Annie	120.00	
Hamilton re:	Floods - General	1,250.00	
Hamilton re:	D.B. Savage Industrial Sales Ltd.	725.00	
Hamilton re:	Tyrell, Helen	160.00	
Hamilton re:	Robertson, Josephine, et al	15.00	
Total Vickers' files			$11,165.00

New Files:

Hamilton re:	Mongeon	$ 1,250.00	
Hamilton re:	Shell Oil	850.00	
Hamilton re:	John Street	3,650.00	
Hamilton re:	Pedestrian Bridge	625.00	
Hamilton re:	Private Bill	1,000.00	
Hamilton re:	Micallef	378.00	
Total new files			7,753.00
TOTAL FILES FOR THE MONTH OF APRIL			$18,918.00

Accounts Rendered for the month of May, 1988

Vickers' Files

Hamilton re.	Mazzon	$ 350.00	
Hamilton re:	DiCenzo Donstruction	250.00	
Hamilton re:	Stasiuk	375.00	
Hamilton re:	Palmer	1,100.00	
Hamilton re:	Petis	300.00	
Hamilton re:	Quatro Food Limited	300.00	
Hamilton re:	Dufferin Construction Company	325.00	
Hamilton re:	D.B. Savage Industrial Sales Ltd.	450.00	
Hamilton re:	Condello	350.00	
Hamilton re:	Hamilton Convention Centre	175.00	
Hamilton re:	Somagvari	820.00	
Total Vickers' files			$ 4,795.00

New Files

Hamilton re:	Shell Oil	$ 610.00	
Hamilton re:	Gringhuis	200.00	
Hamilton re:	Tidey Construction	175.00	
Hamilton re:	Patterson	375.00	
Hamilton re:	General - Municipal	140.00	
Hamilton re:	Diton	675.00	
Hamilton re:	Micallef	256.50	
Total new files			2,431.50
TOTAL FILES FOR THE MONTH OF MAY			$ 7,226.50

Accounts Rendered for the month of June, 1988

Vickers' Files

Hamilton re:	General	$ 2,100.00	
Hamilton re:	Dufferin Construction	690.00	
Hamilton re:	Palmer	375.00	
Hamilton re:	Mitsui	806.50	
Hamilton re:	Bottega	650.00	
Hamilton re:	Floods - General	290.00	
Hamilton re:	Morris	385.00	
Hamilton re:	307588 Ontario Limited	475.00	
Hamilton re:	Flynn Ventilators	345.00	
Hamilton re:	ats Pearson	315.00	
Total Vickers' files			$ 6,431.50

New Files:

Hamilton re:	Bernie Arbour Stadium	$ 1,750.00	
Hamilton re:	DiPietro & D'Angelo	225.00	
Hamilton re:	Rosamond	8,560.00	
Hamilton re:	Injunction	425.00	
Hamilton re:	General - Municipal	220.00	
Hamilton re:	Child	505.00	
Hamilton re:	Frame	255.00	
Hamilton re:	Roma Gardens Phase I	195.00	
Total new files			12,135.00
TOTAL FILES FOR THE MONTH OF JUNE			$18,566.50

MEMORANDUM • CITY OF HAMILTON

A(ii)

TO : Mrs. S.K. Reeder
Secretary, Personnel Committee

YOUR FILE: CITY CLERKS

FROM : K. A. Rouff
City Solicitor

OUR FILE : 100-12.1
400-2.27

SUBJECT : Litigation Fees

DATE : 1988 August 16

In response to your inquiry of July 20th, 1988, I note the following. Enclosed is a statement dated August 11th, 1988 obtained from the Treasury Department showing the following:

Schedule "A"

Payment of fees to Ross & McBride

1987	$ 50,390.92
1988	118,474.41
	$ 168,865.33

Schedule "B"

Analysis of various legal firms for invoices submitted by:

Ross & McBride
McCarthy & McCarthy
Weir & Foulds
Mackesy, Smye, Turnbull, Grilli & Jones
Mr. P. Eker

The Treasurer's letter of transmittal indicated the total amount for fees including the fees from Ross & McBride is $183.453.99.

The other accounts mentioned under Schedule "B" include files handled by:

1. **McCarthy & McCarthy** (I. Binnie, Q.C.)

Twin Pad Arena	$ 4,635.03
Harbour Commission	4,221.21
Lax Expropriation	6,084.10
Twin Pad Arena	9,421.09
	$ 24,361.43

2. **Weir & Foulds**

R. vs. Edward Allan	$ 1,165.12
Butler vs. City	2,931.50
Barnett Expropriations	1,560.34
Edward Allen Interim Account	1,451.53
Butler vs. City	6,025.16
	$ 13,133.65

3. **Mackesy, Smye, Turnbull, Grilli & Jones**

While this firm has only invoiced so far $125.00, the final amount will be much greater. This firm is handling 10 files passed on from Ross & McBride because of conflict of interest. Mr. Turnbull's estimate is in the neighbourhood of **$30,000.00-$100,000.00** depending on whether the cases are settled or proceed to trial.

4. **Mr. Paul Eker**

Cinesex Peep Show	$ 3,150.00
Second Level Lodging House By-law	11,400.00
Taxi Cab By-law and Livery Vehicles By-law	4,060.50
Second Level Lodging House By-law	4,650.00
Second Level Lodging House By-law	4,899.00
Twin Pad Arena	600.00
	$ 28,759.50

5. The estimate of litigation fees to year end are as follows:

Ross & McBride	$ 22,000.00
McCarthy, McCarthy	15,000.00
Weir & Foulds	25,000.00
Mackesy, Smye, Turnbull, Grilli & Jones	30,000.00
	$ 92,000.00

The appropriated budget amount for consultant fees is $50,000.00 under account number 0325-0156, and I understand, that another $50,000.00 is taken from Wages and Salaries from account number 0325-0155. This should be reviewed in connection with the letters of transmittal from Mr. Eker dated December 17th, 1987 as well as mine of January 12th, 1988, copies attached, in connection with the departmental budgetary requirements of 1988.

I understand that these accounts have been overdrawn by **$83,453.91**.

K.A. Rouff
City Solicitor

KAR:dc

c.c. Members of Executive Committee
c.c. Mr. E.C. Matthews, City Treasurer
c.c. Mr. L. Sage, Chief Administrative Officer

F

Chairman and Members
Personnel Committee.
Attention: Mr. E. A. Simpson,
Secretary.

P. M. Eker,
Acting City Solicitor.

400-2.27

1988 Current Budget Estimates

1987 December 17

In accordance with Council's direction to provide a 4.5% increase budget for 1988, the following adjustments have been made:-

1. 0325-01-01, Salaries and Wages:

   The position of Senior Legal Advisor is being removed from the budget. This would involve a reduction of $63,686.48 in 1988. This amount is step 1 of the salary range for Senior Legal Advisor.

2. 0325-01-56, Consultant Fees:

   To achieve the 4.5% increase, $50,000.00 reduction from the 1988 originally estimated amount of $75,000.00, which reflects our experience in 1987 in that account.

3. 0325-02-00, Disbursements Re: Hearings:

   An additional $10,000.00 has been provided to reflect the 1987 experience. This amount, however, is included in the 4.5% maximum budget increase.

With respect to the Salaries and Wages please note, however, that the Budget may require further refinement once the staffing issues have been resolved. At present, provision has been made in the 1988 budget for a Litigation Counsel (formerly the position occupied by Mr. D. Vickers) and a Solicitor III (formerly the position occupied by Ms. S. Light).

P. M. Eker,
Acting City Solicitor.

PME:mk

MEMORANDUM

TO : Chairman and Members
Personnel Committee.
Attention: Mr. E. A. Simpson
Secretary.

YOUR FILE:

FROM : K. A. Rouff,
City Solicitor.

OUR FILE : 400-2.27

SUBJECT : 1988 Current Budget Estimates

DATE : 1988 January 12

First my thanks to you for your courtesy in adjourning the matter as requested to afford me an opportunity to review the Budget.

On October 16, 1987 the preliminary draft budget was submitted to the Treasury Department and the increase came to 10.4% without any changes in the personnel structure of the Department.

Subsequently, Mr. Eker as Acting City Solicitor, submitted a budget by letter of December 17, 1987 in which he conformed with direction to have the budget reduced to a maximum increase of 4.5%.

According to his letter of transmittal:-

1. 0325-01-01, Salaries and Wages:

   The position of Senior Legal Advisor was removed, (the first step in Mr. Eker's classification).

2. 0325-01-56, Consultant Fees:

   To achieve the 4.5% increase $50,000.00 was removed from the estimated amount of $75,000.00. Leaving a balance of $25,000.00.

Having regard to the outstanding matters handled by legal consultants this $25,000.00 will not be enough. The files in question are:

(a) The Lax Property and dealings with the Provincial Government re clean-up;

(b) Land Compensation Board Hearings;

(c) Appeal to Divisional Court, as well as Court of Appeal with respect to Twin Pad Arena; and

(d) Mr. Butler's claim for $600,000.00 with respect to the Library and Farmers' Market.

3. Salary Readjustments:

I have been informed by the Treasury Department that the proposal by the Executive Committee, with respect to salary adjustments for the four lawyers, has not been included in Mr. Eker's estimate.

4. The 300+ Files Submitted to Ross & McBride:

The Treasury Department tells me that the estimated cost for the work on these files has not been included in Mr. Eker's budget.

Mr. Charlton of the Ross & McBride firm advised me yesterday that his best estimate for the work that's being carried out on the above files will be Ninety to One Hundred Thousand Dollars ($90,000.00 to $100,000.00).

I have reviewed the proposed reorganization of the Department with Messrs. Hooker, Powers, Roszell and Shen. While I agree with the proposed re-organization plan, the salary adjustments it contemplates, are not, in my view, commensurate with the managerial responsibilities to be formalized by this plan in the positions held by Messrs. Hooker, Powers and Roszell. Accordingly, it is my recommendation that those three solicitors be placed in the following categories.

Mr. P. R. A. Hooker and Mr. D. A. Powers from the proposed Step 2 of Grade E, $60,534.24 to Step 3 at $63,143.08 of Grade E.

Mr. R. C. Roszell from his present maximum, Step 5 of Grade H at $55,422.00 to Step 4 at $56,622.00 of Grade G.

In addition, the proposed reorganization will place Mr. P. M. Shen from second Step of Grade J at $45,167.00 to the fourth Step of Grade H at $53,240.00.

I regret that I have to bring this at such short notice, but during the past few days I've been trying to catch up.

Without including the Ninety to One Hundred Thousand Dollars ($90,000.00 to $100,000.00) estimated by Mr. Charlton, for the files handled by his firm, there will be an addition of $90,237.00 to the budget, which would mean an increase of 12.2%.

K. A. Rouff,
City Solicitor.

KAR:mk

c.c. Chairman and Members of the Executive Committee.
c.c. Mr. L. Sage, Chief Administrative Officer.
c.c. Mr. E. C. Matthews, City Treasurer.

Corporation of the City of Hamilton

Memorandum

****

TO: Alderman P. O. Valeriano
Alderman, Ward 3

YOUR FILE:

FROM: Mr. E. C. Matthews
Treasurer

OUR FILE:
PHONE: 526-4523

SUBJECT: LEGAL FEES

DATE: 1988 August 11

As requested, enclosed are two statements relative to legal fees:

Schedule "A" - Payment of Fees to Ross & McBride, Account 0325-0156

1987 -	$ 50,390.92
1988 -	$118,474.41
	$168,865.33

Schedule "B" - Analysis of Various Legal Fees, Account No. 0325-0156 for 1988 which includes payments to Ross & McBride noted above ($118,474.41). The total amount including these fees amounts to $183,453.99.

If you require any further information, please do not hesitate to contact.

NRA/an
Encls.

c.c. Mr. L. Sage, Chief Administrative Officer
Mr. K. A. Rouff, City Solicitor
Ross & McBride, Barristers and Solicitors
Attention: W. G. Charlton

Schedule "A"

City of Hamilton
Treasury
Analysis of payments made to Ross & McBride for Legal Fees
As at July 31, 1988

Payment Number	Voucher-Date	Description	Service Period	Monthly Litigation Services			Regular Other Items			Grand Total
				Fees	Disbursements	Total	Fees	Disbursements	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	1987	Account No. 0325-0156								
12702	31-Dec-87	Set up 1987 cheque requisition paid in 1988 various litigation files. Cheque #64158.	up to Nov 30	9,980.00	94.50	10,074.50				10,074.50
12703	31-Dec-87	Set up 1987 cheque requisition paid in 1988 .City vs. Edward Gringhuis,Item 4(b) 1st Report Personnel Committee adopted by Council Jan 12,1988,cheque #64259					2,775.00	180.50	2,955.50	2,955.50
12705	31-Dec-87	Set up 1987 cheque requisition paid in 1988. in 1988 various litigation files. Cheque # 64572.	Dec 1 - Dec 31	32,000.00	73.00	32,073.00				32,073.00
		Set up 1987 cheque requisition paid in 1988. in 1988 City vs. Ditton Construction Inc. Cheque # 64367.	up to Dec 31				4,950.00	337.92	5,287.92	5,287.92
		Subtotal payment for 1987		41,980.00	167.50	42,147.50	7,725.00	518.42	8,243.42	50,390.92

Schedule "A"

City of Hamilton
Treasury
Analysis of payments made to Ross & McBride for Legal Fees
As at July 31, 1988

Payment Number	Voucher-Date	Description	Service Period	Monthly Litigation Services			Regular Other Items			Grand Total
				Fees	Disbursements	Total	Fees	Disbursements	Total	
(1)	(2) 1988	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
		Account No. 0325-0156								
64849	18-Mar-88	Stasiuk vs.City.	up to Jan 31				1,100.00	55.00	1,155.00	1,155.00
65037	14-Apr-88	Diton Construction vs.City.	Jan 1 - Feb 29				425.00	47.35	472.35	472.35
65058	19-Apr-88	Patterson vs. City of Hamilton.	up to Feb 29	750.00	29.50	779.50				779.50
65074	20-Apr-88	Diton Construction vs.City.	Mar 1 - Mar 31				1,050.00		1,050.00	1,050.00
65144	27-Apr-88	Tidey Construction company.	up to March 31				650.00	31.00	681.00	681.00
65145	27-Apr-88	Marvin Wasserman.	up to March 31				350.00	29.50	379.50	379.50
65161	28-Apr-88	Cipriani.	up to March 31				1,150.00	25.00	1,175.00	1,175.00
65172	29-Apr-88	Johnson - Human Rights Complaint.	up to March 31				350.00	25.00	375.00	375.00
65173	28-Apr-88	General Matters.	Feb 29 - Mar 31				1,975.00	295.37	2,270.37	2,270.37
65174	29-Apr-88	regarding ats SOMAGRAVI,ALEX.	up to March 31				450.00	28.75	478.75	478.75
65182	03-May-88	Litigation accounts. Items 1(a) and (b), 6th Report Personnel Committee adopted by City Council April 26/88.	Jan 1 - Jan 31	9,000.00	838.75	9,838.75				9,838.75
			Feb 1 - Feb 29	7,990.00		7,990.00				7,990.00
65278	13-May-88	Litigation account-Bernie Arbour Stadium. Item 4, 12th Report,Parks and Recreation Committee.	up to Feb 29	11,450.00	316.85	11,766.85				11,766.85
65537	17-Jun-88	Litigation services, Wade et al vs. Bernie Arbour.	Mar 1 - Mar 31	2,575.00	214.26	2,789.26				2,789.26
71982	07-Apr-88	Refund of counsel fees to Ross & McBride $1500		(1,500.00)		(1,500.00)				(1,500.00)

Schedule "A"

City of Hamilton
Treasury
Analysis of payments made to Ross & McBride for Legal Fees
As at July 31, 1988

-Payment Voucher- Number	Date	Description	Service Period	Monthly Litigation Services Fees	Disbursements	Total	Regular Other Items Fees	Disbursements	Total	Grand Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
95684	05-Jul-88	Litigation services,Items 1(a) and 1(b)	Mar 1 - Mar 31	18,417.19	4,063.83	22,481.02				22,481.02
		8th Report Personnel Committee June 28, 1988	Apr 1 - Apr 30	18,918.00	2,999.61	21,917.61			-	21,917.61
95845	15-Jul-88	Roma Gardens Phase I.	June 1 - June 30				195.00	62.00	257.00	257.00
		Litigation projects.	May 1 - May 30	7,226.50	508.25	7,734.75			*	7,734.75
			June 1 - June 30	18,056.50	3,369.25	21,425.75			*	21,425.75
			July 1- July 31	4,065.00	891.95	4,956.95			*	4,956.95
		Subtotal payment for 1988 to date		96,948.19	13,232.25	110,180.44	7,695.00	536.97	8,036.97	118,474.41
		Total fees paid to date 1987 and 1988		138,928.19	13,399.75	152,327.94	15,420.00	1,055.39	16,280.39	168,865.33

* Note: PLEASE BE ADVISED THAT THE THREE ACCOUNTS FOR THE MONTH OF MAY, JUNE AND JULY HAVE NOT YET BEEN PAID.

Schedule "B"

City of Hamilton
Treasury
Account No. 0325-0156
Analysis of Various Legal Fees 1988
As at July 31, 1988

Legal Firm Name	--Payment Voucher-- Number	Date	Vendor and Description	Service Period	Amount
(1)	(2)	(3)	(4)	(5)	(6)
			Summary - 1988		
			McCarthy & McCarthy		24,361.43
			Weir & Foulds		13,133.65
			Ross & McBride		118,474.41
			Mackesy,Smye,Turnbull		125.00
			Mr.Paul Eker		28,759.50
			City Legal Department		(1,400.00)
				Total Legal expenditure to date	183,453.99
McCarthy & McCarthy			Details		
	65356	25-May-88	Twin Pad Arena.	Jan 1 - March 31, 1988	4,635.03
	95858	27-Jul-88	Harbour Commission.	March 1 - June 30	4,221.21
	95877	28-Jul-88	Lax Expropriation.	Jan 1 - June 30	6,084.10
	95877	28-Jul-88	Twin Pad Arena.	April 1 - June 30	9,421.09
				Subtotal	24,361.43
Weir & Foulds					
	64956	03-Mar-88	R.V Edward Allen - 81 Francis street Item 11, 6th Report Planning and Development Committe, Council adopted March 29, 1988.	May 12 - Jan 31,1988	1,165.12
	57147	13-May-88	Butler vs. City.	Feb 8 - April 7, 1988	2,931.50
	65281	16-May-88	Barnett Expropriations.	Nov 24, 1987 - March 9, 1988	1,560.34

Schedule "B"

City of Hamilton
Treasury
Account No. 0325-0156
Analysis of Various Legal Fees 1988
As at July 31, 1988

Legal Firm Name	--Payment Voucher-- Number	Date	Vendor and Description	Service Period	Amount
(1)	(2)	(3)	(4)	(5)	(6)
	65398	01-Jun-88	Edward Allen Interim Account.	Jan 31 - May 17, 1988	1,451.53
	5084	10-May-88	Butler vs.City,Item 20 8th Report Planning And Development Committee,April 12/88.		6,025.16
				Subtotal	13,133.65
Ross & McBride					
	64849	18-Mar-88	Stasiuk vs.City.	Jan 6 - Jan 31, 1988	1,155.00
	65037	14-Apr-88	Diton Construction vs.City.	Jan 1 - Feb 29, 1988	472.35
	65058	19-Apr-88	Patterson vs. City of Hamilton.	up to Feb 29, 1988	779.50
	65074	20-Apr-88	Diton Construction vs.City.	April 1 - March 31, 1988	1,050.00
	65144	27-Apr-88	Tidey Construction company.		681.00
	65145	27-Apr-88	Marvin Wasserman.		379.50
	65161	28-Apr-88	Cipriani.		1,175.00
	65172	29-Apr-88	Johnson - Human Rights Complaint.		375.00
	65173	28-Apr-88	General Matters.	Feb 29 - March 31, 1988	2,270.37
	65174	29-Apr-88	regarding ats SOMAGRAVI,ALEX.	March 1 - March 31, 1988	478.75
	65182	03-May-88	Litigation accounts. Items 1(a) and (b),6th Report Personnel Committee adopted by City Council April 26/88.	Dec 31, 1987 - Feb 29, 1988	17,828.75
	65278	13-May-88	Litigation account-Bernie Arbour Stadium. Item 4, 12th Report,Parks and Recreation Committee.	up to Feb 29, 1988	11,766.85
	65537	17-Jun-88	Litigation services, Wade et al vs. Bernie Arbour	March 1 - March 31, 1988	2,789.26
	71982	07-Apr-88	Refund of counsel fees to City Legal department		(1,500.00)
	95684	07-Jul-88	Litigation services, Items 1(a) and 1(b), 8th Report Personnel Committee,June 28, 1988	March 1 - March 31, 1988	22,481.02
			Litigation service accounts.	April 1 - April 30	21,917.61
			Litigation service accounts.	May 1 - May 31	7,734.75 *
				June 1 - June 30	21,425.75 *

Schedule "B"

City of Hamilton
Treasury
Account No. 0325-0156
Analysis of Various Legal Fees 1988
As at July 31, 1988

Legal Firm Name	--Payment Voucher-- Number	Date	Vendor and Description	Service Period	Amount
(1)	(2)	(3)	(4)	(5)	(6)
	95845	15-Jul-88	Roma Gardens Phase I.		257.00
			Litigation service accounts.		4,956.95 *
				Subtotal	118,474.41

* NOTE: PLEASE BE ADVISED THAT THREE ACCOUNTS FOR THE MONTH OF MAY, JUNE AND JULY HAVE NOT YET BEEN PAID .

Mackesy,Smye,Turnbull					
	64575	17-Feb-88	Cronkwrirgt Transport Ltd. vs. City et al.File 100-2.833		125.00
				Subtotal	125.00
Mr.Paul Eker					
	64923	29-Mar-88	Cinesex Peep Show.	Feb 19 - March 1, 1988	3,150.00
	65155	28-Apr-88	Second Level Lodging House By-law.	Jan 15 - Feb 29, 1988	11,400.00
	65407	02-Jun-88	Taxi Cab By-law and Livery Vehicles By-law.	April 11 - April 23, 1988	4,060.50
	65410	02-Jun-88	Second Level Lodging House By-law.(except March 20/88)	March 2 - March 31, 1988	4,650.00
	65492	13-Jun-88	Second Level Lodging House By-law includes March 20/88	April 1 - April 30, 1988	4,899.00
	95785	15-Jul-88	Twin Pad Arena	June 9 - June 15, 1988	600.00
				Subtotal	28,759.50
City Legal Department					
	71982	07-Apr-88	Refund of counsel fees to City Legal department		(1,400.00)
					(1,400.00)
				Total Legal expenditure to date	183,453.99

FOR INFORMATION

A(iii)

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. E. C. Matthews
Treasurer

DATE: 1988 August 17
COMM FILE:
DEPT FILE:

AUG 17 1988

SUBJECT: LEGAL FEES

BACKGROUND:

I enclose two statements summarizing outside legal fees paid and accrued to date:

1) Schedule "A" - Fees paid and accrued to Ross & McBride

1987 - $ 50,390.92
1988 - $118,474.41

2) Schedule "B" - Analysis of Various Legal Fees 1988 which includes payments to Ross & McBride noted above ($118,474.41). The total amount including these fees amounts to $183,453.99.

This is raw data which requires some explanation:

Ross & McBride Fees

The agreed fee for this firm for 1988 was $140,000. To date the city has paid or received bills totalling $118,474.41.

By reference to Schedule "A", page 3, you will notice this total is represented by monthly fees of $96,948.19, (column 5) other fees $7,695.00, (column 8) monthly disbursements $13,232.25, (column 6) and other disbursements $536.97, (column 9). If you deduct total disbursements of $13,769.92 which the city may have been required to pay in any case and what Ross & McBride describe as "extraordinary matters" (note their letter dated July 28, 1988, summary page following page 4) involving 5 cases and an included fee of $32,885.00, the overall fee to date is reduced to $71,819.49 for approximately half a year, making it comparable with the quoted fee of $140,000 for the full year.

It is important for the committee to understand the rationalization of the figures from the perspective of the firm of Ross & McBride and I believe a representative of the firm is prepared to come to the meeting for a discussion of these figures as well.

....2

Ross & McBride Fees-ctd.

My understanding is that even if they were held accountable for the full $118,474.41 paid and accrued to date they could contain their fees for the balance of the year to come within their overall quoted fee. This brings up the somewhat intangible question regarding the quality of service. While it is difficult for me to gauge this, it is a fact that Ross & McBride were able to handle the various cases concurrently, not sequentially as would be the case if one city litigation solicitor was handling the case load. I believe the quality of the service supplied by Ross & McBride should be discussed in order to get this whole question in proper focus.

Balance of the Legal Fees

The present 1988 Solicitor's budget for outside consulting fees is $100,000, increasing to $190,000 when savings in the city litigation counsel's salary budget is considered. That is, the saving in not replacing Mr. Vickers and his support staff. The Ross & McBride portion of this total was, as stated, $140,000. The balance of $50,000 was to cover other legal fees. As you can see by reference to Schedule "B" and excluding any fees for Ross & McBride, the amount spent in this area is over budget already in an amount of $64,978.68. The various firms paid are listed, McCarthy & McCarthy $24,361.43, Weir & Folds $13,133.65, Mackesy, Smye, Turnbull $125,000, Mr. Paul Eker $28,759.50 and a credit of $1,400.00.

Conclusions

1. Depending on Council's requirements from Ross & McBride for the balance of the year, it may be possible to contain this budget to $140,000.

2. The other fees are already overspent and steps should be taken to minimize fees in this area for the balance of the year.

Roy Hammel

Encls.

c.c. Mr. Lou Sage, Chief Administrative Officer
Mr. K. A. Rouff, City Solicitor

Schedule "A"

City of Hamilton
Treasury
Analysis of payments made to Ross & McBride for Legal Fees
As at July 31, 1988

Payment Number	Voucher Date	Description	Service Period	Monthly Litigation Services			Regular Other Items			Grand Total
				Fees	Disbursements	Total	Fees	Disbursements	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	1987	Account No. 0325-0156								
12702	31-Dec-87	Set up 1987 cheque requisition paid in 1988 various litigation files. Cheque #64158.	up to Nov 30	9,980.00	94.50	10,074.50				10,074.50
12703	31-Dec-87	Set up 1987 cheque requisition paid in 1988 .City vs. Edward Gringhuis,Item 4(b) 1st Report Personnel Committee adopted by Council Jan 12,1988,cheque #64259					2,775.00	180.50	2,955.50	2,955.50
12703	31-Dec-87	Set up 1987 cheque requisition paid in 1988. in 1988 various litigation files. Cheque # 64572.	Dec 1 - Dec 31	32,000.00	73.00	32,073.00				32,073.00
12705	31-Dec-87	Set up 1987 cheque requisition paid in 1988. in 1988 City vs. Ditton Construction Inc. Cheque # 64367.	up to Dec 31				4,950.00	337.92	5,287.92	5,287.92
		Subtotal payment for	1987	41,980.00	167.50	42,147.50	7,725.00	518.42	8,243.42	50,390.92

Schedule "A"

City of Hamilton
Treasury
Analysis of payments made to Ross & McBride for Legal Fees
As at July 31, 1988

Payment Number	Voucher-Date	Description	Service Period	Monthly Litigation Services			Regular Other Items			Grand Total
				Fees	Disbursements	Total	Fees	Disbursements	Total	
(1)	(2) 1988	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
		Account No. 0325-0156								
64849	18-Mar-88	Stasiuk vs.City.	up to Jan 31				1,100.00	55.00	1,155.00	1,155.00
65037	14-Apr-88	Diton Construction vs.City.	Jan 1 - Feb 29				425.00	47.35	472.35	472.35
65058	19-Apr-88	Patterson vs. City of Hamilton.	up to Feb 29	750.00	29.50	779.50				779.50
65074	20-Apr-88	Diton Construction vs.City.	Mar 1 - Mar 31				1,050.00		1,050.00	1,050.00
65144	27-Apr-88	Tidey Construction company.	up to March 31				650.00	31.00	681.00	681.00
65145	27-Apr-88	Marvin Wasserman.	up to March 31				350.00	29.50	379.50	379.50
65161	28-Apr-88	Cipriani.	up to March 31				1,150.00	25.00	1,175.00	1,175.00
65172	29-Apr-88	Johnson - Human Rights Complaint.	up to March 31				350.00	25.00	375.00	375.00
65173	28-Apr-89	General Matters.	Feb 29 - Mar 31				1,975.00	295.37	2,270.37	2,270.37
65174	29-Apr-88	regarding ats SOMAGRAVI,ALEX.	up to March 31				450.00	28.75	478.75	478.75
65182	03-May-88	Litigation accounts. Items 1(a) and (b), 6th Report Personnel Committee adopted by City Council April 26/88.	Jan 1 - Jan 31	9,000.00	838.75	9,838.75				9,838.75
			Feb 1 - Feb 29	7,990.00		7,990.00				7,990.00
65278	13-May-88	Litigation account-Bernie Arbour Stadium. Item 4, 12th Report,Parks and Recreation Committee.	up to Feb 29	11,450.00	316.85	11,766.85				11,766.85
65537	17-Jun-88	Litigation services, Wade et al vs. Bernie Arbour.	Mar 1 - Mar 31	2,575.00	214.26	2,789.26				2,789.26
71982	07-Apr-88	Refund of counsel fees to Ross & McBride $1500		(1,500.00)		(1,500.00)				(1,500.00)

Schedule "A"

City of Hamilton
Treasury
Analysis of payments made to Ross & McBride for Legal Fees
As at July 31, 1988

-Payment Voucher- Number	Date	Description	Service Period	Monthly Litigation Services Fees	Disbursements	Total	Regular Other Items Fees	Disbursements	Total	Grand Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
95684	05-Jul-88	Litigation services, Items 1(a) and 1(b) 8th Report Personnel Committee June 28, 1988	Mar 1 - Mar 31	18,417.19	4,063.83	22,481.02				22,481.02
			Apr 1 - Apr 30	18,918.00	2,999.61	21,917.61				21,917.61
95845	15-Jul-88	Roma Gardens Phase I.	June 1 - June 30				195.00	62.00	257.00	257.00
		Litigation projects.	May 1 - May 30	7,226.50	508.25	7,734.75			*	7,734.75
			June 1 - June 30	18,056.50	3,369.25	21,425.75			*	21,425.75
			July 1- July 31	4,065.00	891.95	4,956.95			*	4,956.95
		Subtotal payment for 1988 to date		96,948.19	13,232.25	110,180.44	7,695.00	536.97	8,036.97	118,474.41
		Total fees paid to date 1987 and 1988		138,928.19	13,399.75	152,327.94	15,420.00	1,055.39	16,280.39	168,865.33

* Note: PLEASE BE ADVISED THAT THE THREE ACCOUNTS FOR THE MONTH OF MAY, JUNE AND JULY HAVE NOT YET BEEN PAID.

Schedule "B"

City of Hamilton
Treasury
Account No. 0325-0156
Analysis of Various Legal Fees 1988
As at July 31, 1988

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			Mackesy,Smye,Turnbull		125.00
			Mr.Paul Eker		28,759.50
			City Legal Department		(1,400.00)
				Total Legal expenditure to date	183,453.99

McCarthy & McCarthy

		Details		
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			Subtotal	24,361.43

Weir & Foulds

64956	03-Mar-88	R.V Edward Allen - 81 Francis street Item 11, 6th Report Planning and Development Committe, Council adopted March 29, 1988.	May 12 - Jan 31,1988	1,165.12
57147	13-May-88	Butler vs. City.	Feb 8 - April 7, 1988	2,931.50
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Account No. 0325-0156
Analysis of Various Legal Fees 1988
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	65037	14-Apr-88	Diton Construction vs.City.	Jan 1 - Feb 29, 1988	472.35
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	65145	27-Apr-88	Marvin Wasserman.		379.50
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	65537	17-Jun-88	Litigation services, Wade et al vs. Bernie Arbour	March 1 - March 31, 1988	2,789.26
	71982	07-Apr-88	Refund of counsel fees to City Legal department		(1,500.00)
	95684	07-Jul-88	Litigation services, Items 1(a) and 1(b), 8th Report Personnel Committee,June 28, 1988	March 1 - March 31, 1988	22,481.02
			Litigation service accounts.	April 1 - April 30	21,917.61
			Litigation service accounts.	May 1 - May 31	7,734.75 *
			Litigation service accounts.	June 1 - June 30	21,425.75 *

Schedule "B"

City of Hamilton
Treasury
Account No. 0325-0156
Analysis of Various Legal Fees 1988
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	95845	15-Jul-88	Roma Gardens Phase I.		257.00
			Litigation service accounts.		4,956.95 *
				Subtotal	118,474.41

* NOTE: PLEASE BE ADVISED THAT THREE ACCOUNTS FOR THE MONTH OF MAY, JUNE AND JULY HAVE NOT YET BEEN PAID .

Mackesy,Smye,Turnbull					
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				Subtotal	125.00
Mr.Paul Eker					
	64923	29-Mar-88	Cinesex Peep Show.	Feb 19 - March 1, 1988	3,150.00
	65155	28-Apr-88	Second Level Lodging House By-law.	Jan 15 - Feb 29, 1988	11,400.00
	65407	02-Jun-88	Taxi Cab By-law and Livery Vehicles By-law.	April 11 - April 23, 1988	4,060.50
	65410	02-Jun-88	Second Level Lodging House By-law.(except March 20/88)	March 2 - March 31, 1988	4,650.00
	65492	13-Jun-88	Second Level Lodging House By-law includes March 20/88	April 1 - April 30, 1988	4,899.00
	95785	15-Jul-88	Twin Pad Arena	June 9 - June 15, 1988	600.00
				Subtotal	28,759.50
City Legal Department					
	71982	07-Apr-88	Refund of counsel fees to City Legal department		(1,400.00)
					(1,400.00)
				Total Legal expenditure to date	183,453.99

A(iv)

Corporation of the City of Ham

Memorandum

****

TO: Mr. J. D. Thompson, Secretary
Personnel Committee

YOUR FILE:

FROM: Mr. J. J. Schatz
Secretary, Executive Committee

OUR FILE:
PHONE: 526-2728

SUBJECT: Litigation Services

DATE: 1988 August 2

This is to advise that as recommended in your report of July 20, 1988, the Executive Committee agreed that the matter respecting the Litigation Service in the City Solicitor's Department will be included on the agenda of the August 25th, 1988 meeting of the Executive Committtee for full discussion with all relevant staff reports, information and recommendations from both the City and Regional Chief Administrative Officers and Legal Departments.

With a copy of this memorandum to the affected Regional Officials, I am extending an invitation to them to attend this meeting of the Executive Committee which will commence at 2:00 o'clock p.m. on Thursday, August 25th, 1988, Room 219, City Hall.

JJS/bc

c.c. Alderman M. Kiss, Chairman, Personnel Committee
Alderman D. Christopherson
Alderman H. Merling
Mr. L. Sage, Chief Administrative Officer
Mr. K. A. Rouff, City Solicitor
Mr. M. Carson, Regional Chief Administrative Officer
Mr. K. S. Anderson, Commissioner of Legal Services and Corporate Counsel
Ms. C. Lowe, Commissioner, Human Resources Centre

A(2)

Corporation of the City of Hami

Memorandum

****

TO: Mr. E. C. Matthews
Treasurer

YOUR FILE:

FROM: J. D. Thompson
Acting Secretary, Personnel Committee

OUR FILE:
PHONE: 526-2729

SUBJECT: PROCEDURE/POLICY RE: SIGNING LIMITATIONS FOR ACCOUNT PAYMENTS

DATE: 1988 July 21

At its meeting held 1988 July 20, the Personnel Committee approved that the Finance Committee be requested to review and clarify the following policy contained in the Procedures for the Monitoring and Control of Current Expenditures other than Local Boards and Commissions adopted by City Council 1981 July 28.

> "FOR ALL DEPARTMENTAL OPERATING EXPENDITURES WITH THE EXCEPTION OF THOSE COVERED BY THE PURCHASING PROCEDURE AND THOSE AREAS OF RESPONSIBILITY ASSIGNED TO THE CITY TREASURER FOR THE NORMAL OPERATION OF THE CITY, IE., PAYROLL, EMPLOYEE BENEFITS, UTILITIES, DEBT CHARGES, ETC.
>
> In order to provide the Department Head with more managerial jurisdiction over the operation of his department, it is suggested that the following limitations, as outlined in the purchasing Procedures, will prevail and providing approval is within the limitations of the appropriation as established by City Council:
>
> a) Department Head approval to $5 000
>
> b) Department Head and C.A.O. approval over $5 000 and up to $10 000.
>
> c) Standing Committee and Council approval over $10 000

It was suggested, for example, that accounts paid under (a) and (b) above should be presented in the form of a summary report to the appropriate Standing Committee for information regardless of the amounts.

In discussion, it was noted that the accumulative payments of accounts on an intermittent basis will, in many instances exceed the $10 000 signing limitation.

.....2

E. C. Matthews
Procedure/Policy
re: signing limitations
for account payments

This matter will be placed on the agenda of the next meeting of the Finance Committee. In this regard, I would appreciate receiving your comments and/or recommendations regarding the concerns raised by the Personnel Committee.

JT/dg

c.c.: Alderman M. Kiss, Chairperson, Personnel Committee
Alderman D. Ross
Alderman D. Christopherson
Mr. L. Sage, Chief Administrative Officer

Human
Resources
Centre

A(vi)

August 17, 1988

Alderman Mary Kiss
City Council
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Mrs. Kiss: Re: Outside Legal Advice

With reference to your letter of August 11, 1988, please find the following requested information.

1. Of the $40,652.43 expended in 1987 for external legal assistance, $31,987.08 was attributable to the City of Hamilton.

2. Of the $33,067.36 expended to date in 1988 for external legal assistance, $30,009.83 was attributable to the City of Hamilton.

DETAILED BREAKDOWN OF REQUESTED ITEMS

1987

1. Job Evaluation Re: City Lawyers
Job Evaluation Re: City Solicitors

On further examination, these two (2) items relate to the same matters i.e. correspondence received from legal firms representing employees who either wished to appeal the findings of the job evaluation committee or wished to raise issues with respect to the evaluation process.

The matters dealt with by Mr. Stringer in this area included the review and analysis of Pay Equity; evaluation of the Statutory Powers Procedures Act; review of the law with regard to wrongful dismissal and review and research of the law with respect to the Charter of Rights.

Total Cost: $8,937.50

...../2

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH AND THE CORPORATION OF THE CITY OF HAMILTON
25 Main Street West, P.O. Box 40, Station "A", Hamilton, Ontario L8N 3A2
(416) 526-4103/4555

2. Attendance at Personnel Committee re Job Evaluation

Mr. Stringer attended the Personnel Committee meeting on September 23, 1987 and provided the Committee with advice in regard to the job evaluation program and subsequent to that meeting did some additional follow-up.

Total Cost: $1,550.00

3. Disciplinary Policy

Mr. Stringer reviewed the outline of a proposed Disciplinary Policy and Procedure which would be applicable to all employees of the Corporation. This policy and procedure is presently being incorporated into a Personnel Policy and Procedures Manual.

Total Cost: $ 750.00

1988

Advice re K. A. Rouff

Total Cost: $2,537.50

Yours very truly,

J. Johnston
Manager of Labour Relations for
C. A. Lowe
Commissioner of Human Resources

JJ/hn
c.c. Mr. Wm. M. Carson, C.A.O.

CITY COUNCIL
HAMILTON, CANADA

Alderman Mary Kiss

71 MAIN STREET WEST L8N 3T4 • (416) 526-2732 • RES. (416) 525-5932 — WARD 1

August 11, 1988

Mrs. Cheryl Lowe
Commissioner of Human Resources

Attention: Mr. John Johnston

Dear Mr. Johnson:

Thank you for the information in response to my request on Outside Legal Advice.

I note that you have listed both 1987 and 1988 matters.

I would like a breakdown of the actual detailed figures on the following:

1. Job evaluation re: City lawyers
2. Disciplinary Policy
3. Job evaluation re: Solicitor's
4. Advice re: Rouff.

Kindly include also 1988 City figures to date, and also advise me from the total of $40,642 the amount that was the City of Hamilton's responsibility.

Thank you for your kind attention to this matter.

Yours very truly,

Mary Kiss

Mary Kiss
Alderman, Ward 1

MK:jf

c.c. Mr. Wm. M. Carson, C.A.O.

Human
Resources
Centre

1988 July 29

Alderman M. Kiss
Aldermen's Offices
City Hall

Dear Alderman Kiss:

Re: Human Resources External Solicitors

I have reviewed our records for 1987 and 1988 at the request of Ms. C. A. Lowe, Commissioner of Human Resources.

In 1987, we employed the services of Mr. R. C. Cronish, Q.C., the firm of Stringer, Humphrey & Brisbin, the firm of Yates & Yates, and the firm of Sanderson & Laing. The majority of the labour relations work was undertaken by the firm of Stringer, Humphrey & Brisbin, who have been retained by the City on an ongoing basis since 1971 for labour relations matters.

The total expenditure for 1987 for the City and the Region for external legal counsel for Human Resources was $40,652.43.

To date in 1988 we have expended for the City and the Region $33,067.36 for external legal counsel for labour relations matters.

I have included an outline of all matters for which legal advice was sought.

Please contact me if any further information or clarification is required.

Yours truly,

John Johnston
Manager of Labour Relations, for
Cheryl A. Lowe, Commissioner of Human
Resources

JJ/vb
attach.

cc: Mr. W. M. Carson, C.A.O.
Mr. L. Sage, C.A.O.
Mr. G. Lawson, Commissioner of Finance
Mr. E. Matthews, City Treasurer

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH AND THE CORPORATION OF THE CITY OF HAMILTON
25 Main Street West, P.O. Box 40, Station "A", Hamilton, Ontario L8N 3A2
(416) 526-4103/4555

file in Personnel agenda file

MEMORANDUM • CITY OF HAMILTON

JUL 21 1988

TO : Alderman M. Kiss
Ward 1

YOUR FILE:

FROM : Mr. E. C. Matthews
Treasurer

OUR FILE :

SUBJECT :

DATE : 1988 July 21

I acknowledge receipt of your letter dated July 20, requesting information concerning outside legal services provided to the Human Resources Department. Please be advised that all bills for the Human Resources department are being paid through the Finance Department of the Region and accordingly this request should be addressed to the Mr. G. Lawson.

The City is being billed by the Region for services provided.

E. C. Matthews

1a.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder, Secretary
Personnel Committee

FROM: K. A. Rouff
City Solicitor

DATE: 1988 July 7
COMM. FILE:
DEPT. FILE: 100-12.1
400-2.27

SUBJECT:

City Litigation Files
Payment of Ross and McBride
Account for May, 1988

RECOMMENDATION:

That the account of Ross and McBride, Barristers and Solicitors dated June 8, 1988 in the total amount of $7,734.75 be paid. This account covers services for the month of May, 1988.

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

Payment of $7,734.75.

BACKGROUND

This invoice results from the law firm of Ross and McBride acting on the City Litigation files. The invoice represents the interim legal fees and disbursements for 20 City Litigation files.

c.c. Mr. L. Sage, C.A.O.
c.c. Mr. E. C. Matthews, City Treasurer

The Corporation of the City of Hamilton
City Hall
71 Main Street West
Hamilton, Ontario.

June 8, 1988

Attention: Treasury Department

IN ACCOUNT WITH
ROSS & McBRIDE
BARRISTERS & SOLICITORS
MAIL: P. O. BOX 907
HAMILTON, CANADA
L8N 3P6

PLEASE QUOTE THIS FILE NO. WHEN REMITTING.

10TH-11TH FLOORS, COMMERCE PLACE
ONE KING STREET WEST

TELEPHONE (416) 526-9800
TELECOPIER (416) 526-0732

PLEASE NOTE THAT IN ACCORDANCE WITH SECTION 35 OF THE SOLICITORS' ACT, INTEREST WILL BE CHARGED AT THE RATE OF 10 % PER ANNUM ON UNPAID FEES, CHARGES OR DISBURSEMENTS, CALCULATED FROM A DATE THAT IS ONE MONTH AFTER THIS STATEMENT IS DELIVERED.

Re: Legal fees - Litigation Projects Month of May, 1988		
Fees for services rendered for the Month of May, 1988 (accounts are attached hereto).		8,326. 50
DISBURSEMENTS		
For month of May, 1988 - (disbursements attached hereto)	546. 25	546. 25
TOTAL FEES AND DISBURSEMENTS		8,872. 75
E. & O. E. MINUS - D. & J. Hardwood Flooring Inc. Account (H.E.C.F.I. Account)		1,138.00
TOTAL		7,734.75

This is our account
ROSS & McBRIDE

R.M.Plant, Q.C.

RMP:vb

MR. J. THOMPS
CITY CLERKS
RE

1b.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder, Secretary
Personnel Committee

LEGA
THE CORPORATION OF
THE CITY OF HAMILTON

FROM: K. A. Rouff
City Solicitor

DATE: 1988 July 15
COMM. FILE:
DEPT. FILE: 100-12.1
400-2.27

JUL 20 1988

SUBJECT:

City Litigation Files
Payment of Ross and McBride
Account for June, 1988

RECOMMENDATION:

That the account of Ross and McBride, Barristers and Solicitors dated June 30, 1988 in the total amount of $21,425.75 be paid. This account covers their litigation services for the month of June, 1988.

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

Payment of $21,425.75.

BACKGROUND

This invoice results from the law firm of Ross and McBride acting on the City Litigation files. The invoice represents the interim legal fees and disbursements for 16 City Litigation files.

c.c. Mr. L. Sage, C.A.O.
c.c. Mr. E. C. Matthews, City Treasurer

The Corporation of the City of Hamilton
Treasury Department
City Hall
71 MAIN STREET WEST
Hamilton, Ontario.

July 12, 1988

IN ACCOUNT WITH

ROSS & McBRIDE

BARRISTERS & SOLICITORS

MAIL: P. O. BOX 907
HAMILTON, CANADA
L8N 3P6

10TH-11TH FLOORS, COMMERCE PLACE
ONE KING STREET WEST

TELEPHONE (416) 526-9800
TELECOPIER (416) 526-0732

PLEASE QUOTE THIS FILE NO. WHEN REMITTING

PLEASE NOTE THAT IN ACCORDANCE WITH SECTION 35 OF THE SOLICITORS' ACT, INTEREST WILL BE CHARGED AT THE RATE OF PER ANNUM ON UNPAID FEES, CHARGES OR DISBURSEMENTS, CALCULATED FROM A DATE THAT IS ONE MONTH AFTER THIS STATEMENT IS DELIVERED

Re: Legal Fees - Litigation Projects Month of June, 1988		
Fees for services rendered for the Month of June, 1988 (as submitted in our invoices dated June 30, 1988)		18,056.50
DISBURSEMENTS		
(for month of June, 1988 submitted in our invoices dated June 30, 1988)	3,369 25	3,369 25
TOTAL FEES AND DISBURSEMENTS		21,425 75

E. & O. E.

This is our account
ROSS & McBRIDE

R.M.Plant, Q.C.
RMP:vb

1c.

FOR INFORMATION

REPORT TO: Mrs. S.K. Reeder
Secretary Personnel Committee

FROM: K. A. Rouff
City Solicitor

DATE: 1988 August 15
COMM FILE:
DEPT FILE: 100-12.1
400-2.27

SUBJECT: City Litigation Services
Ross and McBride
July Account

BACKGROUND For the information of the Members of the Committee the July account from the law firm of Ross and McBride was $4,300.70 made up of $3,415.00 for fees and $885.70 for disbursements. This account has been processed for payment.

K. A. Rouff, City Solicitor

c.c. Mr. E.C. Matthews
City Treasurer

2.

Wednesday. 1988 July 20
9:00 o'clock a.m.
Room 233. City Hall

The Personnel Committee met:

There were present: Alderman M. Kiss. Chairperson
Alderman R. Wheeler. Vice-Chairman
Alderman Wm. McCulloch
Alderman B. Hinkley
Alderman D. Christopherson
Alderman J. Smith
Alderman D. Ross
Alderman H. Merling

Regrets:- Mayor R. Morrow - City business

Also present: Ms. C. Lowe. Commissioner of Human Resources
Mrs. D. Jones. Manager of Personnel Services
Mr. J. Thompson, Acting Secretary

The minutes of the meeting of the Personnel Committee held Wednesday. 1988 June 22 were received and approved as circulated to the members.

Adoption of minutes

As outlined in a report of the Treasurer dated 1988 June 30. the Committee approved that the total holdback in the amount of $1314.68 be released to G. S. Wark Ltd. for the completion of the contract, P.O. 27225. for the construction of the Fire Station 5 at Limeridge and Upper Ottawa pending receipt by the Treasury Dept. of the standard release forms from the Contractor and the City Solicitor's Department.

G. S. Wark Ltd.

It was noted that on 1988 July 6, the final release of holdback was approved in a poll of the members of the Personnel Committee and is now being submitted to the Committee for final ratification.

As outlined in a report of the Manager of Purchasing dated 1988 June 30. the Committee agreed that the following recommendation be submitted to City Council for approval.

> "That a purchase order be issued to Safety Supply Canada. Richmond Hill in the amount of $26 382 plus applicable taxes for the supply and delivery of Fire Hose for the Hamilton Fire Department in accordance with specifications issued by the Manager of Purchasing and Vendor's quotation and that this be financed from Account No. 0408-H12556 - Owner's Project Allowance.
>
> NOTE: Lowest acceptable of nine (9) quotations received".

Safety Supply Canada - Fire Hose

The Committee was in receipt of a copy of Section 13 of the Eighth Report of the Personnel Committee which was referred back by City Council at its meeting held 1988 June 28 dealing with the hiring of the Waterfront Project Co-ordinator.

Hiring of Waterfront Project Co-ordinator

Ms. Lowe explained to the Committee that there seems to be differences of opinion as to whether the position should be filled by a "Co-ordinator" in order to keep the Project on stream until such time as funding is available or a "Manager".

Alderman Hinkley commented that some members of City Council feel that the position should have a mandate which is broader in scope with more responsibilities as compared to a "Co-ordinator".

Alderman Merling stated that the hiring of a Co-ordinator or Manager should be deferred until the city has a committment for funding from the senior levels of Government.

Following considerable discussion, it was moved by Alderman Wheeler seconded by Alderman Ross and carried that section 13 of the Eighth Report of the Personnel Committee be referred back to the Parks and Recreation Committee for further review and clarification of the job description.

Advertising Account - Human Resources

As outlined in a report of the Commissioner of Human Resources dated 1988 July 13 the Committee agreed to submit the following recommendations to City Council for approval.

(a) "That an additional estimated amount of $28 400 be provided in the advertising account of the Human Resources Centre (City) to cover a present over-expenditure of $8 400 and an anticipated $20 000 advertising expenditure to year end.

(b) That the originating department or board incurring any future advertising expenses in 1988 demonstrate to the Human Resources Centre that they have achieved equal savings in their accounts by an appropriate delay in hiring of the advertised position.

(c) That the Finance Committee recommend the method of financing.

NOTE: The Human Resources Centre accounts (City) have been examined and it has been determined that no funds are available from other programs or savings to offset the anticipated expenditures to year end.

The City's contingency account has been depleted. The present advertising appropriation of $14 180 would be increased to $42 580 on approval of the above recommendation. The additional $28 400 required would be offset by savings in individual departmental accounts".

Licence Inspector/ Mechanic City Clerk's

As outlined in a report of the Commissioner of Human Resources dated 1988 July 13, the Committee agreed to submit the following recommendation to City Council for approval:

"That the classification of the new position of Licence Inspector/Mechanic within the Licence Division of the City Clerk's Department be implemented within the City of Hamilton C.U.P.E. Local 167 Administration Unit at Salary Schedule A-9:

Salary Schedule A-9: $27 129.98 to $32 490.64 per annum".

Reclassifications - Treasury Dept.

As outlined in a report of the Commissioner of Human Resources dated 1988 July 5, the Committee agreed to submit the following recommendations to City Council for approval:

"That the following positions in the City Treasury Department be reclassified in accordance with the findings of the City Evaluation Committee, effective January 1, 1987.

Assistant Supervisor of Pensions	-	To Level "M" $32 604 to $38 364
Accounts Analyst III	-	To Level "M" $32 604 to $38 364
Assistant Supervisor of Accounts Payable	-	To Level "N" $30 320 to $35 755

NOTE: The above three positions were not included in the original Job Evaluation Study for non-union employees. As a result, they were recently reviewed by the City Evaluation Committee which proposed that they be placed in the levels recommended above".

As outlined in a report of the Commissioner of Human Resources dated 1988 July 20. the Committee agreed to submit the following recommendation to City Council for approval:

Appointments/ Terminations to and from City of Hamilton

> "That the Appointments to and Terminations from both Permanent Positions with The Corporation of the City of Hamilton to 1988 July 6th BE APPROVED".

The Secretary advised the Committee that he is in receipt of a report of the City Solicitor dated 1988 July 15 recommending that the account of Ross and McBride. Barristers and Solicitors dated 1988 June 30 in the total amount of $21 425.75 be paid. This account covers their litigation services for the month of June 1988 and requires Committee approval for payment.

Ross and McBride Litigation Services

The present procedure is that the Department Head and C.A.O. have signing authority limitation for departmental operating expenses up to $10 000.

Considerable discussion ensued respecting the litigation legal services being provided by Ross and McBride. Following lengthy deliberation the Committee agreed to table the June account of Ross and McBride until the next regular meeting of the Committee and authorized and directed the Secretary to forward a letter to the Executive Committee recommending the matter respecting the litigation services in the City Solicitor's Department be placed on the agenda of the next meeting of the Executive Committee in August for full discussion with all relevant staff reports. information and recommendations from both the City and Regional Chief Administrative Officers and Legal Departments and that all appropriate city and regional staff be in attendance when this matter is being discussed.

The Committee also directed the City Solicitor to undertake the preparation of a full report on the total amount of legal fees paid to Ross and McBride to date for services rendered in handling the city's litigation files for consideration of the Personnel Committee at its next regular meeting on 1988 August 24.

The Committee also directed that the Finance Committee be requested to review and clarify the policy and procedure regarding a signing limitations for account payments.

It was suggested for example that the payment of accounts under $10 000 should be presented to the Committee in the form of a summary report for information regardless of the amounts as the accumulative payments of accounts on an intermittent basis will in many cases exceed the $10 000 signing limitation.

The Committee directed that the policy on performance appraisals be brought back to the next meeting of the Committee for information along with a status report from the Commissioner of Human Resources to update the Committee on the implementation and effectiveness of the program in each department.

Performance Appraisals

The meeting then adjourned.

Adjournment

Taken as read and approved

John Thompson. Acting Secretary
Personnel Committee

Alderman M. Kiss. Chairperson
Personnel Committee

3.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Cheryl A. Lowe
Commissioner of Human Resources

DATE: 1988 August 18
COMM FILE:
DEPT FILE: C-050-88

SUBJECT: Leave of Absence

RECOMMENDATION:

That a leave of absence without pay be granted to Gary Flynn for educational purposes from September 12, 1988 to approximately May 30, 1989.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

Mr. Flynn has requested a leave of absence for educational purposes. He plans to attend the Toronto School of Business.

Mr. Flynn has been employed by the Traffic Department since February 2, 1981 as a By-Law Enforcement Officer. Mr. Flynn's position will be filled on a temporary basis until May 30, 1989.

The Director of Traffic Services, Mr. Main, is supportive of the request and recommends that it be approved by the Committee.

Cheryl A. Lowe

C. A. Lowe

4.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Cheryl A. Lowe
Commissioner of Human Resources

DATE: 1988 August 09
COMM FILE:
DEPT FILE: C-044-88

SUBJECT: Purchase of Service - OMERS

RECOMMENDATION:

a) That a payment be made to the Ontario Municipal Employees Retirement System to a maximum of $144,746.00 as of January 1, 1988 for the employer's portion of the purchase of war service as credited pensionable service for eligible members of OMERS.

b) That this be referred to the Finance Committee for the method of funding.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

As above.

BACKGROUND:

On February 26, 1985, City Council approved the transfer of the "Others" group from the HMRF plan to the OMERS plan. The "Others" group consisted of some members of CUPE Locals 167, 5, 932, 1041, I.U.O.E. Local 772, and non-union employees.

In conjunction with that transfer, Council approved a number of ancillary recommendations, two of which required further action. The recommendations were,

> "That the Type I Supplementary Plan be extended to include optional government service at no cost to the Employer." and that,
>
> "Members of HMRF and OMERS be allowed to purchase ware service on a shared cost basis subsequent to transfer."

Members of HMRF have already been offered the option of purchasing war service. Costings have been received from OMERS and relate to the two recommendations in the following manner:

	Gross Liability	Member (Employee) Cost	Employer Cost
War Service (WWII, Korean)	$ 292,256.00	$ 147,511.00	$144,745.00
Optional Government Service	$2,464,821.00	$2,464,821.00	----

Employees will now be contacted to determine whether they wish to purchase this service. The recommendation in this report is based upon the City Council resolution of February 26, 1985.

C. A. Lowe

c.c.: Mr. E. C. Matthews, City Treasurer
Mr. J. D. Thompson, Secretary, Finance Committee

5.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Cheryl A. Lowe
Commissioner of Human Resources

DATE: 1988 August 12
COMM FILE:
DEPT FILE: C-048-88

SUBJECT: Agreement between the Hand Association of Sewer, Watermain and Road Contractors and the International Union of Operating Engineers, Local 793.

RECOMMENDATION:

Approval of the attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

C. A. Lowe

Agreement between the Hand Association of Sewer, Watermain and Road Contractors and the International Union of Operating Engineers, Local 793.

SCHEDULE "A"

THIS SCHEDULE APPLIES TO ROAD WORK

When a project is a mixed or of combination nature involving sewer and/or watermain and road work, the line of demarcation between the two facets of work, sewer and/or watermain and road building will be determined by the following formula:-

Excavating for pipe, pipe laying, backfilling of pipe excavation and compaction to subgrade shall be governed by Schedule "B".

Duration of Agreement - May 1, 1988 to June 30, 1990

Hours of Work and Overtime

The standard hours of work for all employees shall be based on fifty (50) hours a week, exclusive of travelling time to and from the job.

Overtime at the rate of time and one-half (1-1/2) the employee's current hourly rate shall be paid to all employees for all work performed in excess of ten (10) hours per day or in excess of fifty (50) hours per week. (Overtime will only be paid once for the same hour.) Double (2) time will be paid for Sundays and Saturdays and holidays.

A shift premium of One Dollar ($1.00) per hour will be paid for all work performed on a regularly scheduled second or third shift on a project.

1. Shovels, backhoes, draglines, gradalls, clams (on site), Grader "A" Fine Grade Bulldozer, Pitman type cranes.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$18.94	1.89	.70	1.60	$23.13
May 1, 1989	$19.89	1.99	.75	2.00	$24.63

2. Clams (yard operation), Mechanics, Welders.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$18.69	1.87	.70	1.60	$22.86
May 1, 1989	$19.64	1.96	.75	2.00	$24.35

...2...

3. Hydra-lift truck mounted hydraulic cranes.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$18.49	1.85	.70	1.60	$22.64
May 1, 1989	$19.44	1.94	.75	2.00	$24.13

4. Curb Machine, self-propelled power drills, hydraulic, etc., bulldozer operators, front end loader operators, scrapers (self-propelled), dozer 815 type.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$18.34	1.83	.70	1.60	$22.47
May 1, 1989	$19.29	1.93	.75	2.00	$23.97

5. Mixer man on asphalt plant.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$18.29	1.83	.70	1.60	$22.42
May 1, 1989	$19.24	1.92	.75	2.00	$23.91

6. Concrete paver operator (over 1 cu.yd.), asphalt planer operators.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$18.24	1.82	.70	1.60	$22.36
May 1, 1989	$19.19	1.92	.75	2.00	$23.86

7. Engineers on boilers (with papers).

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$18.24	1.82	.70	1.60	$22.34
May 1, 1989	$19.17	1.92	.75	2.00	$23.84

...3...

8. Farm and industrial type tractor operators with excavating attachments, grader operator "B", asphalt rollerman, concrete paver operators (up to and including 1 cu.yd.), asphalt spreader operators (self-propelled), snippers, hydro axe and tree farmer, feller buncher, hydro shear, trenching machines, caisson boring machines under 25 H.P., lubrication unit operator, skid steer loaders, Kabota skid steer loaders, Kabota bobcat type excavators and those less than 65 H.P. and similar types, skidder type equipment with hydraulic and cable attachments.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$18.09	1.80	.70	1.60	$22.19
May 1, 1989	$19.04	1.90	.75	2.00	$23.69

9. Boiler fireman (without papers) burnerman on asphalt plant.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$18.04	1.80	.70	1.60	$22.14
May 1, 1989	$18.99	1.90	.75	2.00	$23.64

10. Roller Operator (asphalt) 'B', mobile sweeper.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$17.74	1.77	.70	1.60	$21.81
May 1, 1989	$18.69	1.87	.75	2.00	$23.31

11. Farm and industrial type tractor, (towed and self-propelled compaction units), grade rollerman, including self-propelled rubber tired rollers.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$17.49	1.75	.70	1.60	$21.54
May 1, 1989	$18.44	1.84	.75	2.00	$23.03

...4...

SCHEDULE "B"

THIS SCHEDULE APPLIES TO "OPEN-CUT" WORK FOR SEWER AND WATERMAIN CONSTRUCTION

"Open-cut" work for sewer and watermain is defined as all sewer and watermain work outside the property line, of all Industrial, Commercial and Institutional Construction. This shall include sewer and watermain work on residential subdivision work but shall not include site preparation if tendered as a separate contract.

Hours of Work and Overtime

The standard hours of work for all employees shall be based on fifty (50) hours a week, exclusive of travelling time to and from the job.

Overtime at the rate of time and one-half (1-1/2) the employee's current hourly rate shall be paid to all employees for all work performed in excess of ten (10) hours per day or in excess of fifty (50) hours per week. (Overtime will only be paid once for the same hour.) Double (2) time will be paid for Sundays, Saturdays and holidays.

A shift premium of One Dollar ($1.00) per hour will be paid for all work performed on a regularly schedule second or third shift on a project.

1. Engineers operating cranes, clams, backhoes, derricks, pile-drivers, gradalls, mobile cranes, caisson boring machines 25 H.P. and over, sidebooms and similar equipment, Pitman type cranes. Grader Operator "A" and fine grade bulldozer operator.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$19.57	1.96	.70	1.60	$23.83
May 1, 1989	$20.52	2.05	.75	2.00	$25.32

2. Heavy Duty Field mechanics and equipment repair welders.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$19.07	1.91	.70	1.60	$23.28
May 1, 1989	$20.02	2.00	.75	2.00	$24.77

3. Hydra-Lift truck mounted hydraulic cranes.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$19.02	1.90	.70	1.60	$23.22
May 1, 1989	$19.97	2.00	.75	2.00	$24.72

...5...

4. Operators of bulldozers, tractors, scrapers, emcos, grader "B", overhead loaders or similar equipment, farm and industrial tractors with excavating attachments, trenching machines, caisson boring machines under 25 H.P., snippers, hydro axe and tree farmer, feller buncher, hydro shear, lubrication unit operator, skid steer loaders, Kabota skid steer loaders, Kabota Bobcat type excavators and those less than 65 H.P. and similar types, skidder type equipment with hydraulic and cable attachments, curb machines and self-propelled power drills, hydraulic, etc.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$18.97	1.90	.70	1.60	$23.17
May 1, 1989	$19.92	1.99	.75	2.00	$24.66

5. Servicemen on shovels, compressors, pumps, self-propelled rollers, boom truck drivers, operators of 5 or more heaters.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$18.22	1.82	.70	1.60	$22.34
May 1, 1989	$19.17	1.92	.75	2.00	$23.84

6. Oilers, greasers, mechanics helpers.

Third Year

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$17.82	1.78	.70	1.60	$21.90
May 1, 1989	$18.77	1.88	.75	2.00	$23.40

Second Year

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$16.82	1.68	.70	1.60	$20.80
May 1, 1989	$17.77	1.78	.75	2.00	$22.30

First Year

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$15.82	1.58	.70	1.60	$19.70
May 1, 1989	$16.77	1.68	.75	2.00	$21.20

...6...

SCHEDULE "C"

THIS SCHEDULE APPLIES TO "TUNNEL WORK"

A schedule applying to Tunnel Work, which is to be interpreted to mean a project called as a Tunnel and does not include Tunnel Work which is incidental to Open-Cut Work, for Sewer and Watermain Construction.

Hours of Work and Overtime

Overtime at the rate of time and one-half (1-1/2) the employee's current hourly rate shall be paid to all employees, except watchmen, for all work performed in excess of forty-five (45) hours per week or nine (9) hours per day, Monday to Friday inclusive, excluding travelling time to and from the job, (and excluding work in compressed air where overtime at the rate of time and one-half (1-1/2) shall be paid for work in excess of nine (9) hours) the work week shall be deemed to commence at 12:01 a.m. Monday and terminating at 11:59 p.m. Friday.a Where the work week commences at 7:00 a.m. Monday it is agreedand understood that on a three shift operation, the 15th shift may be worked at straight time on Saturday until 7:00 a.m. provided however, that the applicable shift premium shall be paid.

Subject to the provisions of paragraph 1.01 above, overtime at the rate of double (2) the employee's current hourly rate shall be paid to all employees for all work performed on Saturday.

Overtime at the rate of double (2) the employee's current hourly rate shall be paid to all employees for all work performed on Sundays and on the statutory holidays.

Employees shall be paid a one-half hour unpaid lunch break between 11:30 a.m. and 1:00 p.m. It is understood that no employee shall be required to work more than five consecutive hours without a lunch break.

It is agreed that crane operators on production on a shaft or tunnel shall continue to be scheduled and paid for nine (9) hours per day.

A shift premium of One Dollar and Seventy Cents ($1.70) per hour will be paid for all work performed on a regularly scheduled second or third shift on a project.

1. Engineers operating all hoists hoisting materials out of shafts, tuggers, and derricks with lifting capacity over 2,000 pounds, compressor house set-up man, self-propelled power drills, hydraulic, etc.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$19.54	1.95	.70	1.60	$23.79
May 1, 1989	$20.49	2.05	.75	2.00	$25.29

2. Heavy Duty Field Mechanics.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$19.29	1.93	.70	1.60	$23.52
May 1, 1989	$20.24	2.02	.75	2.00	$25.01

3. Engineers operating shaft hoist, tuggers and derricks, 2,000 pounds or less, compressor operators 500 CFM or over.

	Wages	Vacation Pay	Benefit Plan	Pension Plan	Total
May 1, 1988	$19.19	1.92	.70	1.60	$23.41
May 1, 1989	$20.14	2.01	.75	2.00	$24.90

PREMIUM RATES IN COMPRESSED AIR

Air Pressure	Premium Per Shift
1 to 14 lbs.	$14.50
15 to 20 lbs.	$18.00
21 lbs.	$22.00
Over 21 lbs.	$ 1.50 per pound over and above the rate for 21 lbs.

6.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Cheryl A. Lowe
Commissioner of Human Resources

DATE: 1988 August 10
COMM FILE:
DEPT FILE: C-045-88

SUBJECT: Contract Settlement between The Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America (Local 18, Hamilton)

RECOMMENDATION:

Approval of the attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

C. A. Lowe

Contract Settlement between The Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America (Local 18, Hamilton)

The wages and related payments for regularly scheduled daytime hours for Journeymen Carpenters are as follows:

Effective Date	Hourly Rate	Vacation Pay 4%	Holiday Pay 6%	Health and Welfare	Pension	S.U.B.	Total
June 23/88	$21.31	$2.13		$2.60			$26.04
May 1/89	$22.67	$2.27		$2.60			$27.54

Foreman Differential: $1.00

Travel Time: 35.7 ¢ per mile

Apprentices:	June 23/88	May 1/89
1st six months 40% of journeyman rate	$ 8.52	$ 9.07
2nd six months 50% of journeyman rate	$10.66	$11.34
2nd year 65% of journeyman rate	$13.85	$14.74
3rd year 75% of journeyman rate	$15.98	$17.00
4th year 85% of journeyman rate	$18.11	$19.27

The wages and related payments for regularly scheduled daytime hours for Acoustical & Drywall Workers is as follows:

Effective Date	Hourly Rate	Vacation Pay 4%	Holiday Pay 6%	Health and Welfare	Pension	S.U.B.	Total
June 23/88	$21.31	$2.13		$2.60			$26.04
May 1/89	$22.67	$2.27		$2.60			$27.54

Foreman Differential: $1.00

Travel Time: 35.7¢ per mile

Apprentices:	June 23/88	May 1/89
1st 750 hour period - 40%	$ 8.52	$ 9.07
2nd 750 hour period - 50%	$10.66	$11.34
3rd 750 hour period - 60%	$12.79	$13.60
4th 750 hour period - 70%	$14.92	$15.87
5th 750 hour period - 80%	$17.05	$18.14
6th 750 hour period - 90%	$19.18	$20.40

Contract Settlement between The Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America (Local 18, Hamilton)

The wages and related payments for regularly scheduled daytime hours for Resilient Floor Workers are as follows:

Hardwood Floor Layers

Effective Date	Hourly Rate	Vacation Pay 4%	Holiday Pay 6%	Health and Welfare	Pension	S.U.B.	Total
June 23/88	$21.31	$2.13		$2.60			$26.04
May 1/89	$22.67	$2.27		$2.60			$27.54

Foreman Differential: $1.00

Travel Time: 35.7¢ per mile

Apprentices:	June 23/88	May 1/89
1st six months - 40% of journeyman rate	$ 8.52	$ 9.07
2nd six months - 50% of journeyman rate	$10.66	$11.34
2nd year - 65% of journeyman rate	$13.85	$14.74
3rd year - 75% of journeyman rate	$15.98	$17.00
4th year - 85% of journeyman rate	$18.11	$19.27

Resilient Floor and Carpet Layers

Effective Date	Hourly Rate	Vacation Pay 4%	Holiday Pay 6%	Health and Welfare	Pension	S.U.B.	Total
June 23/88	$19.34	$1.93		$2.60			$23.87
May 1/89	$20.70	$2.07		$2.60			$25.37

Foreman Differential: $1.00

Travel Time: 35.7¢ per mile

Apprentices:	June 23/88	May 1/89
1st six months - 40% of journeyman rate	$ 7.74	$ 8.28
2nd six months - 50% of journeyman rate	$ 9.67	$10.35
2nd year - 65% of journeyman rate	$12.57	$13.46
3rd year - 75% of journeyman rate	$14.51	$15.53
4th year - 85% of journeyman rate	$16.44	$17.60

7.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mrs. C. Lowe
Commissioner of Human Resources

DATE: 1988 August 12
COMM FILE:
DEPT FILE:

SUBJECT: Appointments to and Terminations from Permanent Positions with the Corporation to August 12, 1988.

RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*

N/A

BACKGROUND:

Cheryl Lowe

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Mr. Tony M. Assenza	Motor Mechanic Class 'A'	Central Garage (division of Public Works)	Resigned	1 year, 6 months	August 5, 1988
Mr. Ken Bellevance	Motor Mechanic Helper	Central Garage (division of Public Works)	Terminated	5 years, 11 months	August 6, 1988
Ms. Darlene Chaisson	Stenographer I	City Solicitor's	Resigned	6 years, 8 months	July 22, 1988
Mr. Ronald Deverson	Housing Loans Officer	Community Development	Retired	23 years, 6 months	April 30, 1988
Mr. Keith Dawn	Receipts Clerk	Parking Authority	Resigned	6 years, 6 months	August 3, 1988
Mr. John Hargrove	Captain	Fire	Retired	34 years	July 31, 1988
Mr. Fred Milsome	Custodian	Hamilton Military Museum (division of Culture & Recreation)	Retired	10 years, 10 months	July 31, 1988
Ms. Joanne Partington	Education Officer	Children's Museum (division of Culture & Recreation)	Resigned	2 years	August 1, 1988
Mr. Carl Polsky	Tractor Operator	Public Works	Retired	24 years, 2 months	July 31, 1988
Mrs. Bess Spademan	Assistant to the Director of Public Works	Public Works	Retired	35 years, 4 months	August 1, 1988
Mr. Joe Tsao	Sales Executive	Copps Coliseum (division of H.E.C.F.I.)	Resigned	3 years, 2 months	July 29, 1988

Prepared 17 August 1988

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Carmela Alletto	Stenographer I (E-5)	Traffic	replacing Ms. L. Lachance Hass - resigned	$406.87 to $457.46	$406.87 per week (1 of 4)	June 27, 1988
Mr. Armand J. Arsenault	Motor Mechanic Helpher (D-9)	Central Garage (division of Public Works)	replacing Mr. S. McEwan - promoted	$12.192 to $12.392	$12.392 per hour (2 of 2)	July 18, 1988
Ms. Ellen Arcas	Typist Clerk II (E-2)	Treasury	replacing Ms. E. Arcas - rehired into former position	$339.51 to $365.75	$339.51 per week (1 of 3)	July 18, 1988
Mr. Loris Busnello	Draftsman II (A-6)	Traffic	replacing Mr. J. Danby - promoted	$454.40 to $544.90	$454.40 per week (1 of 5)	July 11, 1988
Ms. Betty Carter	Administrative Assistant IV (Q)	City Clerk's	replacing Ms. D. Geroux - promoted	$22,496.76 to $26,517.92	$24,453.00 per annum (3 of 5)	June 27, 1988
Mr. Robert Craig	Education Officer (O)	Children's Museum (division of Culture & Recreation)	replacing Ms. J. Partington - resigned	$27,278.68 to $32,060.60	$27,278.68 per annum (1 of 5)	July 13, 1988
Mr. Robert Duckworth	Horticultural Technical Assistant (D-17)	Public Works	New Position approved by City Council (1988)	$14.523 to $14.723	$14.723 per hour (2 of 2)	July 18, 1988

Prepared 17 August 1988

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Douglas A. Duncan	Superintendent of Streets & Sanitation (J)	Streets & Sanitation (division of Public Works)	replacing Mr. D. Lobo - promoted	$43,145.96 to $50,862.24	$43,145.96 per annum (1 of 5)	August 2, 1988
Ms. Joyce Evans	Senior Accounting Clerk (ii)	H.E.C.F.I.	Additional Staff per board approval (1988)	$25,700.00	$25,700.00 per annum	July 25, 1988
Mr. Larry A. Friday	Treasury Officer IV - Revenues (J)	Treasury	replacing Mr. W. Gilchrist - transferred	$43,145.96 to $50,862.24	$43,145.96 per annum (1 of 5)	May 9, 1988
Mr. John Gamble	Housing Loans Officer (A-9)	Community Development	returning to former position	$521.73 to $624.82	$624.82 per week (5 of 5)	July 11, 1988
Ms. Melissa D. Gould	Housing Loans Clerk (E-5)	Community Development	replacing Ms. B. Carter - promoted	$406.87 to $457.46	$441.53 per week (3 of 4)	July 11, 1988
Ms. Nancy E. Hamm	Stenographer III (E-3)	Property	replacing Ms. M. Muir - promoted	$361.95 to $391.04	$361.95 per week (1 of 3)	July 18, 1988
Mr. Ross Holland	Office Manager II (L)	Traffic	replacing Mr. G. Wooldridge - resigned	$34,886.28 to $41,081.04	$41,081.04 per annum (5 of 5)	July 25, 1988
Mr. Donald Inglis	Assistant Manager, Property Maintenance Division (I)	Property Maintenance (division of Property Department)	replacing Mr. R. Swan - promoted	$45,102.20 to $53,144.52	$45,102.20 per annum (1 of 5)	May 2, 1988

Prepared 17 August 1988

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Irene J. Kozak	Stenographer II (E-4)	Building	replacing Ms. E. Buffet - resigned	$397.31 to $425.83	$410.00 per week (2 of 3)	June 27, 1988
Mr. John W. Lewis	Garbageman (D-8)	Public Works	replacing Mr. G. Noble - transferred	$12.128 to $12.328	$12.328 per week (2 of 2)	August 2, 1988
Mr. Neubert Li	Senior Property Officer/Appraiser (A-15)	Property	replacing Mr. W. Burr - deceased	$659.99 to $755.21	$755.21 per week (6 of 6)	August 2, 1988
Mr. Joseph F. Mangano	Garbageman (D-8)	Public Works	replacing Mr. D. Keddie - terminated	$12.128 to $12.328	$12.328 per hour (2 of 2)	July 11, 1988
Ms. G. Diane Occhiuto	Receptionist (Aldermen) (Q)	Aldermen's Offices (City Clerk's)	returning to former position	$22,496.76 to $26,517.92	$22,496.76 per annum (1 of 5)	July 28, 1988
Ms. Linda Parlee	Switchboard Operator (A-3)	City Clerk's	returning to former position	$394.30 to $447.93	$394.30 per week (1 of 4)	July 18, 1988
Mr. Bryan Moon	Senior Building Inspector (A-16)	Building	replacing Mr. D. Inglis - promoted	$673.74 to $782.78	$719.72 per week (3 of 5)	May 2, 1988
Ms. Maria Muir	Stenographer I (E-5)	City Solicitor's	replacing Mrs. M. Kay - promoted	$406.87 to $457.46	$406.87 per week (1 of 4)	July 18, 1988

Prepared 17 August 1988

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Kevin Nutley	Property Officer (A-9(a))	Property	replacing Ms. I. Taravski - promoted	$533.06 to $635.59	$533.06 per week (1 of 5)	August 8, 1988
Ms. Janet Seki	Stenographer I (E-5)	City Solicitor's	returning to former position	$406.87 to $457.46	$457.46 per week (4 of 4)	August 2, 1988
Ms. Rosemarie Spagnuolo	Stenographer I (E-5)	City Solicitor's	replacing Ms. D. Chaisson - resigned	$406.87 to $457.46	$406.87 per week (1 of 4)	August 8, 1988

Prepared 17 August 1988

Corporation of the City of Hamilton

8.

Memorandum

****

TO: Mr. R. C. Prowse
Secretary, Parks and Recreation Committee

YOUR FILE:

FROM: Mr. J. Thompson
Acting Secretary, Personnel Committee

OUR FILE:
PHONE:

SUBJECT: HIRING WATERFRONT PROJECT CO-ORDINATOR

DATE: 1988 July 21

At its meeting held 1988 July 20, the Personnel Committee directed that the following recommendation be referred back to the Parks and Recreation Committee for further review and clarification of the job description.

(a) That the Parks and Recreation Committee be requested to appoint two members of Council to serve along with the Director of Community Development on a Selection Committee for the hiring of the Waterfront Project Co-ordinator, and;

(b) That the appointment of this position be referred to the Personnel Committee for approval, and;

(c) That it be recognized that the establishment of this Selection Committee by City Council for other than Department Head positions does not establish a precedent for variance from City of Hamilton Policy #16.15 "Selecting Applicants for Vacant Positions" adopted by City Council on 1983, May 10th, and revised 1986 September 30th and City of Hamilton Policy #16.10 "Hiring Policy Department Heads" adopted by City Council on 1982 January 26.

There seems to be differences of opinion as to whether the position should be filled by a "Co-ordinator" or a "Manager". Some members of Council feel that the position should have a mandate which is broader in scope with more responsibilities as compared to a "Co-ordinator".

With this in mind, it may be necessary for the Parks and Recreation Committee to prepare two (2) job descriptions for evaluation and rating.

John Thompson

c.c.: Alderman M. Kiss, Chairperson, Personnel Committee
Alderman R. Wheeler
Alderman D. Ross
Mr. L. Sage, C.A.O.
Ms. C. Lowe, Commissioner of Human Resources
Mr. E. W. Kowalski, Director of Community Development

9.

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Cheryl A. Lowe
Commissioner of Human Resources

DATE: 1988 August 9
COMM FILE:
DEPT FILE: C-046-88

SUBJECT: Ministry of Municipal Affairs Guidebook "Avoiding Wrongful Dismissal"

BACKGROUND:

The Ministry has produced this publication for the guidance of members of council and senior municipal staff. The publication summarizes the statutory requirements governing employee dismissal and other considerations related to dismissal action.

A copy is attached for your information.

Cheryl Lowe
C. A. Lowe

Personnel Management

Avoiding Wrongful Dismissal:

A Guide to Employer and Employee Rights

Ontario

Ministry of Municipal Affairs

John Eakins, Minister

Additional copies of this and other Ontario Government publications are available from:

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ISBN: 0-7729-3541-6

Price: $10.00

Personnel Management

Avoiding Wrongful Dismissal:

A Guide to Employer and Employee Rights

Ontario

Ministry of Municipal Affairs

John Eakins, Minister

April 1988

MUNICIPAL PERSONNEL MANAGEMENT

UNIT NO. 1

AVOIDING WRONGFUL DISMISSAL: A GUIDE TO EMPLOYER AND EMPLOYEE RIGHTS

- This publication is intended for the guidance of members of council and senior municipal staff.
- The publication summarizes the statutory requirements governing employee dismissal and other considerations related to dismissal action.
- The publication will help your municipality avoid violating an employee's rights inadvertently, and reduce the risk of the municipality being held liable for damages as a result of wrongful dismissal.

This publication is intended as a guideline only. Before any action is taken to dismiss an employee of the municipal corporation, consult a solicitor, preferably one who specializes in employment law. Proceed only after receiving legal advice.

MUNICIPAL MANAGEMENT PRACTICES BRANCH

The Municipal Management Practices Branch of the Ministry of Municipal Affairs is committed to the promotion of management excellence in municipal operations.

This publication has been developed in consultation with municipal staff, and reflects their views and concerns on this topic. We are pleased to provide this material to you and hope it will be useful in the operation of your municipality.

Your comments on this publication are encouraged. If you would like to give us your thoughts, just fill in the form at the back of the publication. It will only take you a few minutes, and will help us to design our publications with your needs in mind.

Any questions regarding this publication should be addressed to the area field offices listed on the back cover. Comments on the publication's content should be addressed to Doug Raven, the publication's principal author, at the address below.

Municipal Management Practices Branch
Ministry of Municipal Affairs
11th Floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
(416) 585-7201

TABLE OF CONTENTS

(continued)

TABLE OF CONTENTS (Continued)

INTRODUCTION

There are a number of ways in which the employer-employee relationship can be terminated. Resignations, layoffs, retirements and dismissals all play a role in the separation of employers and employees. While any of these actions can cause considerable anxiety for both parties involved, dismissal is the most traumatic form of termination, particularly for the dismissed employee. Following dismissal, the employer may have to hire and train a new employee. The employee must deal with the stigma of dismissal, the loss of self-esteem, and the sudden realization that while the bills will still be coming in, a pay-cheque will not.

Given the trauma that dismissal can cause, and the increased emphasis that society is placing on individual rights, it is not surprising that charges of wrongful dismissal have been on the increase in recent years, both in the private and public sectors. A growing number of dismissed municipal employees who are dissatisfied with either the reason for their dismissal or the way in which it was done have taken their former employers to court. The settlements or awards in some cases have been in excess of $100,000. Such instances, whether resolved in or out of court, use up valuable human and financial resources - resources that could be better employed delivering services to the municipality.

This publication discusses the potential problems associated with employee dismissal, and describes ways in which these problems can be averted, or at least minimized. While much of the material covered in this publication applies to all municipal employees, the emphasis is on non-union employees. The dismissal of employees covered by a collective bargaining agreement will be discussed more fully in a separate publication on labour relations, later in this series.

For ease of reference, the publication is organized under the following headings:

1) Commonly Used Terms

2) Dismissal with Cause: What Is a Legitimate Reason?

3) Safeguards and Alternatives: Think Before You Act!

4) Dismissal Procedures and Employee Rights

5) Dismissal Without Cause: Notice/Severance Pay

6) Learning from Experience

7) Dealing with the News Media

8) Summary

1. COMMONLY USED TERMS

Before employee dismissal can be discussed, it is necessary to understand a few of the terms commonly used in reference to dismissal cases.

DISMISSAL

The term "dismissed" is often used interchangeably with the term "fired," but an employer does not necessarily have to fire an employee or demand the employee's resignation to have dismissed him or her in the eyes of the law.

Constructive Dismissal

Once an employee is hired, the employer cannot change the terms of employment unless the employee agrees to the change. For this reason, the courts have extended the definition of dismissal even further in some cases to include:

a) a decrease in an employee's salary or benefits;

b) a demotion to a lesser position;

c) a significant change in responsibilities in the same position;

d) a lateral transfer to a substantially different position; or

e) a change in reporting structure that effectively reduces the importance of the position.

If an employee resigns as a result of any such change in employment status and subsequently sues the municipality for wrongful dismissal, the change may be deemed "constructive dismissal" by the courts, and the former employee may be entitled to damages. To avoid constructive dismissal suits, secure the employee's agreement to any such change in writing, before the change.

For the purposes of this publication, the word "dismissal" will be used primarily to refer to those circumstances in which municipalities unilaterally terminate the employment of one or more employees.

WITH CAUSE

When a municipality dismisses an employee because of dissatisfaction with his or her performance, the employee is dismissed "with cause." While a municipality may dismiss an employee for cause, only the courts can determine whether the reason given constitutes "just cause" for that employee's dismissal. Should the employee choose to challenge the dismissal through the courts, the final determination of whether there was sufficient reason to dismiss the employee with cause will be made by the judiciary. The onus is always on the employer to prove just cause.

If there is sufficient reason to dismiss the employee for just cause, the dismissed employee is not legally entitled to advance notice of the dismissal or to severance pay.

- Although it is not required by law, some employers do provide severance pay on compassionate grounds to employees who are let go with cause.

WITHOUT CAUSE

If an employee is dismissed, and the employer is unable to prove just cause for the dismissal, the employee is dismissed "without cause."

- An employee dismissed without cause must be given proper notice. The minimum notice requirements set out in the Employment Standards Act, along with other factors to consider when determining proper notice, are discussed in section 5 of this publication, "Dismissal Without Cause: Notice/Severance Pay."

WRONGFUL DISMISSAL

If a dismissed employee feels that he or she was not dealt with fairly by the former employer, that employee could possibly decide to sue the municipality for damages on the grounds of wrongful dismissal. While, in practice, wrongful dismissal charges may result from a range of circumstances, most actions are brought about by the employee's belief that:

a) he or she was dismissed without sufficient reason; or

b) the employer failed to provide adequate notice or severance pay.

If sued for wrongful dismissal, the municipality must be able to prove that there was just cause for the dismissal (where the employee was dismissed for cause), and that the employee was treated fairly and in accordance with all applicable statutes. Otherwise the municipality faces the strong possibility that the court will award damages to that employee.

AT THE PLEASURE OF COUNCIL

Subsection 99(1) of the Municipal Act provides that all municipal officers hold their office at the pleasure of council. This provision has been interpreted by the courts to mean that officers may be dismissed by council without any just cause being shown. However, officers dismissed under subsection 99(1) may still sue the municipality for wrongful dismissal, and the courts might possibly award damages if the officer was not treated fairly by the municipality. Municipal councils should therefore ask three questions when considering dismissal of an officer under subsection 99(1).

a) Is the Officer Really an Officer?

Subsection 96(2) of the Municipal Act lists those municipal employees who are required to take a declaration of office and who are therefore deemed to be municipal officers. Employees listed include the "clerk, treasurer, collector, engineer, commissioner of industries, clerk of works and street overseer or commissioner."

In addition, subsection 71(1) of the act states that a board of control may "nominate to council all heads of departments and sub-departments and ... any other officer of the corporation required to be appointed by by-law or resolution of the council." Department heads may therefore also be considered officers.

Whether or not other municipal employees are officers is open to interpretation by the courts, depending on the responsibilities vested in the position in question. As a general rule, council should be very wary of dismissing employees not referred to in subsection 96(2) or subsection 71(1) of the Municipal Act without cause on the basis that they are serving "at the pleasure of council."

As a precaution, and to clearly indicate to municipal officers that they are in fact considered officers by council, the municipality should consider requiring all officers to make and subscribe to a declaration of office before taking on their duties. Such a declaration is presently required for certain specified officers by subsection 96(2) of the Municipal Act.

b) Should a Hearing be Offered?

Subsection 99(2) of the Municipal Act states that no clerk (or deputy clerk), treasurer (or deputy treasurer), chief administrative officer or engineer may be dismissed without first being granted a hearing before council, if such a hearing is requested by the officer. If an officer is entitled to a hearing, but is dismissed without being given that opportunity by council, a court award in favour of the officer might be made on those grounds. For a summary of the statutory requirements for such hearings, see section 4, "Dismissal Procedures and Employee Rights: Officers," of this publication.

Whether a municipality must grant a hearing to officers other than those mentioned in subsection 99(2) of the Municipal Act has been the source of considerable debate. A substantial number of municipal solicitors feel that all officers are entitled to a hearing in accordance with the Statutory Powers Procedures Act prior to dismissal. The approach to be taken by your municipality in such an instance should be determined only after consulting a qualified solicitor.

c) Is Severance Pay Required?

Whether or not the officer is entitled to a formal hearing, it should not be assumed that an officer serving "at the pleasure of council" is not entitled to notice or severance pay upon dismissal. While a municipality which dismisses an officer under subsection 99(1) is under no statutory obligation to provide notice or severance pay to the officer, the courts have been divided on the subject of whether the employer should provide adequate notice.

Before dismissing any officer, consult a solicitor experienced in employment law to determine whether or not notice or severance pay is required and, if it is required, what the appropriate notice or equivalent severance would be.

2. DISMISSAL WITH CAUSE: WHAT IS A LEGITIMATE REASON?

> The clerk looked at the work record on his desk and shook his head. "Smith has been late for work five times already this year," he said. "Once more, and he will have to be let go."

Would the clerk be justified in firing Smith if he is late again? Could the clerk fire Smith now? Unfortunately there are no hard-and-fast rules that say that one action is just cause for dismissal while another is not. What may be considered just cause in one instance may not be in another. No two situations are alike, and each case must be considered on its own merits.

There are, of course, many valid reasons for dismissing an employee. No municipality is required to keep a person on staff where there is sufficient reason for dismissal. Some typical reasons are listed below.

Absenteeism	Excessive or unexplained absences can be grounds for dismissal with cause. Long-term substantiated medical absences are not grounds for dismissal.
Dishonesty	Unlawful possession or sale of municipal property, lying, falsifying records or misrepresenting qualifications for a position can be grounds for dismissal with cause.
Disobedience	Intentional and deliberate refusal to carry out lawful and reasonable orders or adhere to corporate rules can be cause for dismissal. The order must fall within the employee's job description. One incidence of refusal is generally not sufficient to justify dismissal unless that incident is major in nature.

Illness	If an injury or illness is of a permanent or incurable nature, and prevents the employee from doing his or her job to an acceptable standard, that can be cause for dismissal. A temporary illness is not sufficient reason for dismissal.
Incompetence	Where an employee's performance falls measurably short of an objective standard, dismissal for cause can be acceptable. However, incompetence sufficient to justify dismissal has historically been very difficult to prove in court. The employer must usually warn the employee of any shortcomings and provide an opportunity for the employee to improve his or her performance before the employee can be dismissed with cause.
Insubordination	Insulting or disobedient behaviour can be cause for dismissal. One offence is generally not considered just cause for dismissal, and specific instances of insubordination must be documented for just cause to be proven.
Intoxication	Where it can be shown that alcohol consumption or drug abuse affected the employee's job performance over a period of time, that can be cause for dismissal. The employee must generally be told of the problem by the employer and have the opportunity to correct it before any action can be taken.

WHAT IS NOT JUST CAUSE FOR DISMISSAL?

While there have been cases where each of the reasons listed above has justified dismissal, there have also been circumstances under which many of these reasons have not justified dismissal.

As a general rule, an employee cannot be dismissed for behaviour that has been condoned in the past.

> **Example:** If an employee has always used a municipal vehicle to travel to and from home, and he has never been told not to do so, he cannot be dismissed for using municipal equipment to his advantage. If the same employee continued to take the vehicle home after being told not to do so, the situation would of course be quite different.

Similarly, if an employer has accepted unsatisfactory performance by an employee for a long period of time without comment, the employer has condoned the problem. A sudden dismissal of the employee on the grounds of poor performance would be difficult to justify in court, if the employer's attitude had not conveyed any dissatisfaction with job performance to the employee.

Municipalities should also keep in mind that the same incident may be grounds for dismissal for one employee, but not for another.

> **Example:** Should a long-time employee with a perfect attendance record be absent for one day without an explanation, that would hardly justify dismissal. If, on the other hand, the employee who was absent had a history of unexplained absences, that incident could possibly be the one that culminates in that employee's dismissal.

Although an employee is usually dismissed on the basis of a single cause, the cause may be a series of incidents, and the municipality may cite all of the evidence available to justify dismissal in court.

Each case is unique, and the municipality alone decides whether or not a specific incident or incidents justify taking dismissal action.

The following specific occurrences are normally not just cause for dismissal:

personality conflict	The inability of an employee to get along well with other employees on a personal level is not in itself grounds for dismissal.
age, race, ethnicity, sex, creed, etc.	Under the Ontario Human Rights Code, 1981, a municipality may not discriminate against an employee because of his or her race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital or family status, record of offences, or handicap, with one exception. A general corporate policy setting a mandatory retirement age can, at present, be used to terminate the employment of an employee who has reached the specified age. The validity of such policies is, however, currently under challenge in the courts.
refusing to work on grounds of safety	Refusing to work when the employee has reason to believe that the working conditions are unsafe is authorized under subsection 23(3) of the Occupational Health and Safety Act, and dismissal on such grounds is explicitly prohibited by subsection 24(1) of that act.
performing a statutory duty	A municipal employee cannot be dismissed with cause for carrying out a duty assigned to that employee by statute, even if adherence to that statutory responsibility runs directly counter to the wishes or demands of council.

Before making any final decision about whether or not there is just cause to dismiss an employee, consult a solicitor experienced in employment law.

3. SAFEGUARDS AND ALTERNATIVES: THINK BEFORE YOU ACT!

Whenever a problem is identified and dismissal of an employee is being considered as a possible solution, take time to consider the situation carefully. Ask yourself the following questions before taking any action.

HAS TIME BEEN TAKEN TO REVIEW THE CASE CAREFULLY?

There are some forms of employee behaviour that may seem to call for immediate action by the municipality. For example, upon hearing a report that an employee has been accepting tax payments and putting them in his own pocket, the first impulse might be to fire the employee on the spot.

Such a "shoot first, ask questions later" response may not be the proper course of action, especially in the absence of conclusive proof of any wrong doing, and could result in a wrongful dismissal suit being filed against the municipality. In a situation such as this the municipality should proceed carefully, and only take action after investigation and consideration of the facts, not just appearances.

HAS THE EMPLOYEE BEEN INFORMED OF ANY SHORTCOMINGS?

In those cases where the employee has not done anything illegal, the courts have generally viewed as unfair an employee being dismissed without having been given any prior warning that his or her work is not satisfactory. The employer must let the employee know that there is a problem, and give the employee an opportunity to respond.

It may be that personal problems are affecting the employee's performance, or that the employee is not aware of any shortcomings. Discussing the problem may resolve the difficulty and remove the need for dismissal altogether.

HAS THE EMPLOYEE HAD AN OPPORTUNITY TO CHANGE?

Having informed an employee of any shortcomings or problems, it may be appropriate to offer that employee a reasonable opportunity to improve his or her performance, depending on the circumstances.

If the employee fails to correct the specified deficiencies after (preferably repeated) warnings, and if the problem which has not been remedied is just cause for dismissal, the employer may dismiss the employee in good faith.

HAS THE CASE BEEN WELL DOCUMENTED?

If legal action is taken against the municipality on the grounds of wrongful dismissal, the burden will be on the municipality to justify its actions. It is not enough to have a good case. The municipality must prove it has a good case.

Any problems or incidents leading up to the dismissal should be documented, as should any meetings with the employee, any warnings that were issued and any disciplinary actions that were taken.

IS THERE SUFFICIENT REASON TO DISMISS THE EMPLOYEE?

After reviewing the facts of the case, ask yourself if there is really sufficient reason to dismiss the employee.

Be wary of personal opinions. An employee who does not get along well with co-workers may still be doing a more than adequate job at what he or she was hired to do.

It is extremely important to be sure that there is just cause for dismissing an employee. Your decision will have a major impact on that employee's life, and possibly on the operation of the municipality. Think before you act!

ARE THERE ANY ALTERNATIVES TO DISMISSAL?

Before deciding to dismiss an employee, all other options should be explored. Perhaps some form of discipline short of dismissal would result in a change in work habits. If the employee is a hard worker who is ill-suited for his or her present job, a move to a new position might solve the problem.

In some cases, it may be appropriate to tell the employee that his or her performance is unsatisfactory, and that he or she is "strongly encouraged" to find employment elsewhere before the end of a specified period (e.g. six months). Should the employee follow this advice, the municipality avoids the cost and trouble of a dismissal, while the employee is able to leave the municipality's employment without losing self-respect.

The time and money spent training the employee should be taken into account when making your decision. It may be easier and less expensive to improve the present employee's performance than to hire and train a new person for that position.

HAS A SOLICITOR BEEN CONSULTED?

Before taking any action to dismiss an employee, consult a solicitor, preferably one with skills and experience in employment law.

A solicitor will be able to assist you in determining whether the municipality has just cause for dismissal, and tell you whether there is adequate documentation to back up a decision to dismiss. He or she will also be able to suggest an appropriate notice period or severance package (where appropriate), based on recent trends in dismissal cases.

4. DISMISSAL PROCEDURES AND EMPLOYEE RIGHTS

If, after answering all of the questions listed in section 3, dismissal is still appropriate, the municipality must follow the dismissal procedures set out by statute.

For the purposes of dismissal, municipal employees in Ontario can be broken down into five types:

1) officers

2) regular employees (non-union)

3) union employees

4) probationary employees

5) contract employees.

The procedures for dismissal that must be followed in each of the five categories are summarized on the following pages. To avoid charges of wrongful dismissal, and to protect your employee's rights, follow the statutory requirements to the letter.

OFFICERS

Section 99(2) of the Municipal Act states that no chief administrative officer, clerk (or deputy clerk), treasurer (or deputy treasurer), or engineer may be dismissed from office except after a hearing by the council (or a committee of the whole council) if requested by the officer concerned. Other municipal officers are not legally entitled to a hearing.

While the following steps must be followed only for those officers named in subsection 99(2), council may offer any officer the opportunity to have a hearing, and could possibly avoid future difficulties by following these steps whenever any municipal officer is dismissed.

- If council intends to dismiss an officer named in subsection 99(2) of the Municipal Act, it must notify that officer of its intention and of the officer's right to a hearing.

- The notice should give the officer a reasonable period of time to advise whether he or she wishes a hearing. The notice should also indicate that, if the officer does not respond by the stated date, he or she will waive any right to a hearing.

- If the character, conduct or competence of the officer is being called into question, the officer must be informed of that fact in sufficient detail in the notice so that he or she may be prepared to respond to the charges.

- If a hearing is requested by the officer, council cannot suspend the officer until the date of the hearing. A suspension is in effect a temporary dismissal before a hearing, which section 99(2) does not allow.

- If a hearing is requested, council may hold the hearing itself or, under section 106 of the Municipal Act, pass a by-law providing for a committee of council to conduct the hearing. In either case, the final decision must be made by council.

HEARINGS

Any hearing that is held will be governed by the Statutory Powers Procedures Act. That Act sets out the following requirements:

- The officer must be given reasonable notice of the hearing. The notice must include the time, date and purpose of the hearing, and a reference to the statutory authority under which the hearing is held (in this case, subsection 99(2) of the Municipal Act). The notice must also indicate that the hearing will proceed whether or not the officer is in attendance, and that the officer will be entitled to no further notice.

- The hearing must be open to the public unless, in the opinion of council, the interests of the employee and municipality outweigh the public interest in having an open meeting, in which case the hearing may be held in camera.

- The employee has the right to be represented by counsel or an agent, and to call, examine and cross-examine witnesses and present his or her arguments and submissions.

- The municipality must give its final decision in writing. Reasons for the decision must also be provided in writing if requested by the employee.

If council decides to dismiss an officer who was appointed by by-law, a by-law repealing the appointment by-law should be passed. This by-law may be drawn up before the hearing, but may not be passed by council until after the hearing has been held.

Passage of the by-law alone is not sufficient to dismiss an officer. Regulations passed under the Employment Standards Act require that a notice of dismissal for any employee must be in writing, and must be served personally or by registered mail.

> The decision to dismiss an officer (or any other municipal employee) can only be made by a quorum of council members at a regular or special meeting of council. The head of council or any other individual member of council cannot dismiss an officer.

REGULAR EMPLOYEES (NON-UNION)

For the purposes of discussion, this category includes all regular employees (including part-time employees but excluding officers of the corporation) who are not in a bargaining unit.

- As a general rule, the municipal council has the authority to dismiss any employee. However, where council has passed a by-law authorizing a chief administrative officer, clerk, treasurer, or other senior staff member to appoint and terminate certain employees, that person will normally be responsible for dismissing those employees. Council may or may not be involved in those dismissals, depending on the wording of the by-law.

- Employees may be dismissed without severance pay where just cause can be proven.

- When a municipal employee who is not an officer is dismissed, there is no legal requirement for a hearing. However, some municipalities have a policy granting a dismissal hearing to any employee who requests it. Notice of the dismissal must be given in writing, all of the applicable statutory provisions discussed in section 5 of this publication must be met, and, where dismissal is without cause, an appropriate severance package must be offered.

UNION EMPLOYEES

The dismissal of union employees differs significantly from the dismissal of non-union employees because of the introduction of the collective agreement and the grievance and arbitration procedures. Because of the increased complexity of dealing with dismissals under a collective agreement, the dismissal of union employees will not be dealt with in detail in this publication, but will be discussed in a separate publication on labour relations to be issued by the Ministry.

PROBATIONARY EMPLOYEES

A probationary employee is one who is put on probation for a fixed period (usually six months to a year) from the date of hiring. During this period, the employer monitors the employee's progress to determine whether he or she is suitable for the position. At the end of the probationary period, if the employee's performance has been satisfactory, he or she may become a permanent member of staff.

- For the purposes of dismissal, a probationary employee should be treated in the same manner as permanent employees in similar job categories.

- There is only one exception. A municipality may legally dismiss a probationary employee prior to the expiration of the probationary period without asserting cause, and without severance pay, provided that the employee has not yet shown the ability to do the job in a satisfactory fashion. If the probationary employee has already demonstrated the ability to do the job as required, this exception does not apply.

CONTRACT EMPLOYEES

Where just cause can be demonstrated, employees hired on a contract basis can be dismissed at any time and without notice. Dismissing a contract employee without cause should only be done in accordance with the terms of the contract.

- As a general rule, all employee contracts should contain a termination clause to guard against unforeseen changes in circumstance. If the contract contains an early termination provision (for example, "This contract can be terminated by either party on one month's notice."), then the employee can be dismissed prior to the expiry of the contract, provided that the terms of the termination provision are complied with and deemed to be reasonable by the courts.

- If the contract does not contain any provisions for terminating the agreement prior to its expiry date, the municipality usually must honour the contract until it expires, or pay the employee a sum equal to that which would have been earned had the employee continued working until the end of the contract. Such wages would be reduced by other wages that the employee might obtain.

AUDITORS

Subsection 88(1) of the Municipal Act states that the auditor or auditors appointed by the municipality "shall hold office during good behaviour and be removable by the council for cause." This means that an auditor cannot be removed from office without just cause first being shown. Where just cause can be shown, council may remove the auditor by repealing the appointment by-law.

5. DISMISSAL WITHOUT CAUSE: NOTICE/SEVERANCE PAY

Dismissal without cause in the municipal sector is infrequent. Nonetheless, there may be instances where dismissal of a municipal employee without cause is necessary.

- A decision to contract out work that had been done in-house could necessitate letting go some staff members. In such an instance the municipality would probably dismiss the displaced employees without cause.

- A municipality may wish to dismiss an employee for cause but, for any one of several reasons (e.g., the problem had been condoned for a long period of time before any action was taken) be unable to substantiate such a dismissal in court. In such a situation the municipality may decide to enter into negotiations with the employee to establish a settlement package for dismissal without cause, in an attempt to avoid the time and expense of court proceedings.

  Such a tactic should be a last resort used only in exceptional circumstances, and the municipality should take extreme care in arriving at a termination settlement. If the settlement given to the departing employee is too large, other members of staff may become resentful, and local taxpayers may question the municipality's ability to manage its employees. Always consult a solicitor before entering into negotiations of this type.

Whenever a municipal employee is dismissed without cause, that employee is legally entitled (by both statute and judge-made law) to notice or severance pay. The statutory requirements and other considerations regarding notice/severance pay are set out on the following pages.

LENGTH OF NOTICE

Under subsection 40(1) of the Employment Standards Act, no employer may terminate the employment of an employee with three months or more service unless the employer gives (in writing) at least the minimum notice set out below.

LENGTH OF SERVICE	MINIMUM NOTICE
(a) less than two years	one week
(b) two years or more but less than three years	two weeks
(c) three years or more but less than four years	three weeks
(d) four years or more but less than five years	four weeks
(e) five years or more but less than six years	five weeks
(f) six years or more but less than seven years	six weeks
(g) seven years or more but less than eight years	seven weeks
(h) eight years or more	eight weeks

Under subsection 40(3) of the same act, these provisions do not apply to an employee hired under contract for a specified period of time, or to an employee who is temporarily laid off for a period under thirteen weeks. (For layoffs of fifty or more employees consult Ontario Regulation 286, section 5.)

Employees fired for just cause, or who refuse an offer of reasonable alternative work, and officers dismissed under subsection 99(1) of the Municipal Act, are also not entitled to notice by provincial statute.

The employee may or may not be required to actually work until the end of the notice period, depending on the wishes of the municipality. In either case, the employee must receive an amount at least equivalent to that which would be owing had the employee worked until the end of the notice period set out in the Employment Standards Act.

Wherever an individual or collective agreement provides more notice for the employee than the minimum standard, the agreement prevails (Employment Standards Act, sections 4 and 5).

> It must be stressed that the notice periods set out in the Employment Standards Act are only the minimum statutory requirements. In practice, precedents set by past legal cases will usually demand that notice in excess of that required by legislation must be provided. The factors considered by the courts when making awards in wrongful dismissal cases are summarized on pages 23 and 24 of this publication.

CONDUCT DURING THE NOTICE PERIOD

During the notice period, should the employee be guilty of wilful misconduct, disobedience or wilful neglect of duty, the regulations under the Employment Standards Act state that the statutory provisions concerning the length of notice and other severance requirements cease to apply. Should an employee who has been dismissed, but who is working to the end of a notice period, try to gain satisfaction by taking action against the employer (e.g., sabotage) such an action can be grounds for termination with cause, in which case no notice would be required. However, should the employer not require the employee to work until the end of the notice period, "neglect of duty" cannot be used as a reason for not providing adequate severance pay.

TIME RESTRICTIONS ON PAYMENT

Under subsection 7(4) of the Employment Standards Act, all payments to which an employee is entitled upon termination of employment must be paid by the employer not later than seven days after termination.

RATE OF PAY

Under subsections 7(6)b and 7(7) of the same act, the rate of pay for the notice period or in lieu of notice cannot be less than the employee's regular wages for his or her last complete non-overtime work week. The act does not permit the rate of pay to be based on the employee's average salary over a period of months or years.

VACATION/BACK PAY

The notice period cannot include any vacation time unless, after receiving the notice, the employee agrees to take his or her vacation during the notice period.

Subsection 7(6)c of the Employment Standards Act specifies that, upon the expiry of the notice, the employer must pay to the employee any vacation or back pay to which he or she is entitled.

PENSIONS AND BENEFITS

Subsection 40(6)(b)(ii) of the Employment Standards Act requires the employer to continue to pay those contributions to a pension, medical, dental or other plan, as well as any other benefits to which the employee is entitled, to the end of the notice period. If severance pay is provided in lieu of a notice period, the employer must pay those pension and benefit contributions to which the employee would have been entitled had that employee continued to work to the end of the appropriate notice period as determined by statute or the courts.

Should the employer be required to make any pension contributions, where the employer's pension contributions were not vested in the plan, but would have become vested in the plan had the employee worked to the end of the proper notice period, the courts may rule that the employer's contributions must be vested in the plan.

COURT AWARDS

Should a dismissed employee feel that the severance package offered by the municipality is less than is deserved, the employee might sue the municipality on these grounds. Should the courts side with the former employee, the municipality will be ordered to pay the employee whatever damages the court deems appropriate.

An awareness of the factors considered by the courts in such cases will assist the municipality to arrive at a fair and equitable severance package, and reduce the possibility that the dismissed employee will resort to the courts.

Experience shows that, in general, the courts will consider the following factors:

Length of Service

Usually, the longer the length of service, the higher the award.

The Availability of Alternative Employment

In general, the longer the court feels it will take the employee to find a new position, the higher the award. In making that determination, the court may consider:

a) the employee's age: employees who are close to retirement age may have difficulty finding employment, and therefore generally receive higher awards;

b) the position held: if the position was highly specialized or in a managerial class, and other similar positions are scarce, the award will tend to be higher; and

c) the state of the economy: in periods of restraint or high unemployment, the job search generally takes longer, so awards are usually higher.

Other Factors

Other factors that the courts may consider when determining damages include:

a) the loss of fringe benefits;

b) the cost of moving to new employment;

c) damage to reputation or status; and

d) mental distress.

Why Provide Severance Pay? - One City's Experience

In 1982 thirty-nine energy-related megaprojects were cancelled in Alberta within a two-week period. The City of Edmonton moved swiftly to retrench in light of the new economic climate, establishing an implementation team to manage the transition period. As a number of managers would have to be let go, the team recommended that the displaced managers be offered either a generous cash settlement, an early retirement package, professional counselling, or access to a career placement centre. Council rejected the plan, and the first sixteen terminations resulted in lawsuits. Council reconsidered the proposal, the plan was implemented, and there were no further lawsuits.*

* see J.L. Armstrong, "Retrenchment at City Hall," Canadian Public Administration, 29, no. 4 (1986), pp. 542-44.

6. LEARNING FROM EXPERIENCE

Sooner or later, almost every employer will be in a situation where dismissal of an employee is required. Despite the inevitability of this event, many employers do little or nothing to prepare for it. Their employees' job performance is not properly documented, there is no formal disciplinary system, and there are no written job descriptions or standards against which the employee's performance can be measured. In short, although they may find it necessary to dismiss an employee, they will likely be unable to prove to the employee or a court of law that the decision is justified.

While a solicitor should always be consulted when dismissing an employee, no amount of legal advice at the point of dismissal can make up for a lack of preparation leading up to the decision to dismiss.

To protect your employees' rights, and to place the municipality in a position where it will be able to rightfully dismiss employees for cause when necessary, the following steps should be taken now.

PLAN AHEAD

- Whenever a problem employee is identified, proceed in a manner which ensures that the employee's rights are safeguarded and that, if the municipality ultimately has to defend a dismissal in court, it is well prepared to do so.

SET STANDARDS

- If an employee is dismissed because of an inability to do the job assigned, and subsequently sues the municipality on the grounds of wrongful dismissal, the municipality must be able to prove that the employee did not measure up to an adopted standard. If no standards have been established, this would obviously be impossible.

- Job descriptions setting out the duties and responsibilities of each position should be drawn up, and employees should be notified when they fail to meet the job requirements, so that they may have an opportunity to improve their performance.

EVALUATE PERFORMANCE

- Every employee's performance should be evaluated in writing at least once a year.

- The evaluation should be accurate. Glossing over an employee's shortcomings in the hope that a positive evaluation will improve his or her performance can backfire if a decision is made to dismiss that employee in the future.

- The results of each evaluation should be discussed with the employee to ensure that he or she has an opportunity to address any problems before dismissal action is considered.

- The employee should sign and date the evaluation to indicate its receipt. Should dismissal action be required as a result of a problem specified in the evaluation, the employee will not be able to claim that he or she was unaware that the problem existed.

ESTABLISH A DISCIPLINE SYSTEM

- Where the problem may be correctable (e.g., absenteeism) dismissal might not be necessary if a system of discipline is in place. Typically, such a system will call for a verbal warning for the first incident, a written warning for the second, a one-day suspension for the third, longer suspensions for any subsequent incidents, and finally, dismissal if the behaviour does not improve.

- A policy setting out the offences which call for disciplinary action should be established and brought to the attention of all employees.

- If dismissal is ultimately required, the municipality will be able to use the employee's disciplinary history to demonstrate that the employee was aware of his or her predicament and that the employee was given several opportunities to improve job performance.

DOCUMENT ACTIONS

- Written records of any meetings with the employee to discuss job performance, any disciplinary action taken, and any incidents or problems that may contribute to dismissal should be kept on file along with the employee's performance evaluations.

- Should the employee be dismissed and sue the municipality for damages on the grounds of wrongful dismissal, those documents will be required as evidence in court.

7. DEALING WITH THE NEWS MEDIA

Whenever a municipal officer or any other municipal employee in the public eye is dismissed, the municipality should expect that the local news media will be interested in the story. If relations with the media are handled poorly, needless embarrassment and damage to reputations, both corporate and personal, may be caused. If you have reason to suspect that dismissal of an employee might become a media issue, you should take the following steps to ensure proper media handling of the event.

- As soon as the decision is made to dismiss the employee, prepare a press release announcing the dismissal and explaining the reasons for it. If no reason for the dismissal is given, the media may assume the worst.

  The release should be cleared with a solicitor before it is issued, to ensure that its contents cannot be used against the municipality in any subsequent legal action that may arise. If a settlement has been reached with the dismissed employee, it may be wise to also reach agreement on the contents of the release with that employee. This could eliminate damaging recriminations by the employee at a later date.

- Whether the press release is actually issued, and when it is issued, depend on the circumstances. When a senior municipal official is dismissed, the media should be informed as soon as it is practical to do so. The media will learn of the dismissal eventually, and secrecy in such a case will only create distrust when the facts are finally revealed.

- If the employee being dismissed is not a senior official, the media need not be notified of the action taken. Should the dismissal be brought to the attention of the media by the dismissed employee or some other source, however, the press release should be issued quickly to eliminate speculation and ensure that the media have the facts of the case.

8. SUMMARY

Whenever a problem employee is identified, dismissal should be viewed as a last resort in most instances. The fact that in many cases the employee is well worth salvaging should not be overlooked. The municipality may already have a considerable investment in the employee, and there are many actions short of discharge that may bring about the desired improvement in performance. You should also realize that the municipal community is relatively small. The indiscriminate dismissal of employees by a municipality will, sooner or later, make it difficult to attract qualified employees to that municipality.

When you dismiss an employee, you are terminating his or her livelihood, and may make it difficult for that employee to find other employment. It is a serious step, and one that should not be taken lightly. The courts will be quick to award damages against the municipality where the dismissal cannot be fully justified. Wrongful dismissal can be expensive, and these costs are, of course, passed directly on to the taxpayer.

Whenever employee dismissal is considered, you should:

1) Ensure that, where appropriate, the employee has been informed of the problem and given a chance to correct it.

2) Document the reasons that may lead to dismissal and any actions that are taken.

4) Weigh dismissal of the employee against alternatives such as other forms of discipline, a transfer to a new position, etc.

5) Consult a solicitor, preferably an employment specialist, before taking any dismissal action.

6) Ensure that any statutory or judge-made notice/severance pay requirements are met.

7) Where necessary, map out a strategy for handling media coverage of the dismissal.

8) Finally, treat the employee fairly. Not only is the employee entitled to such treatment, but it is your best defence against action for wrongful dismissal.

COMMENTS

Your comments on this publication are encouraged. If you would like to give us your thoughts, just fill in and cut out the form at the bottom of this page and return it to:

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Oshawa (Ontario)
L1H 4G6
(416) 571-1515

KINGSTON
1055 Princess St.
Kingston (Ontario)
K7L 5T3
(613) 545-4310

OTTAWA
244 Rideau St.
Ottawa (Ontario)
K1N 5Y3
(613) 566-3711

SUDBURY
430 Notre-Dame Avenue
2nd Floor
Sudbury (Ontario)
P3C 5K7
(705) 675-4343

THUNDER BAY
435 James St. S.
C.P. 5000
Thunder Bay (Ontario)
P7C 5G6
(807) 475-1621

Any questions or comments regarding the contents of this publication may be addressed to the Ministry at the above Toronto address and telephone number.

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1988 September 16

NOTICE OF MEETING

PERSONNEL COMMITTEE
Wednesday, 1988 September 21
9:00 o'clock a.m.
Room 233, City Hall

Susan K. Reeder
Secretary

AGENDA

1. Minutes of the meetings held Wednesday, 1988 August 24 and Wednesday, 1988 September 7.

COMMISSIONER OF HUMAN RESOURCES

2. Classification - Supervisor, Driver Safety

3. Classification - Manager, Central Garage

4. Appointments to and Terminations from Permanent Positions with the Corporation to 1988 September 9.

5. Performance Appraisal (For Information)

CITY CLERK

6. Oath of Office (For Information) (Report to follow)

ALDERMAN D. CHRISTOPHERSON

7. Child Care for Regional/City Employees

8. Other Business

9. Adjournment

1.

Wednesday, August 24, 1988
9:00 o'clock a.m.
Room 233, City Hall

The Personnel Committee met:

There were present: Alderman M. Kiss, Chairperson
Alderman R. Wheeler, Vice-Chairman
Alderman B. Hinkley
Alderman D. Christopherson
Alderman H. Merling
Alderman Wm. McCulloch
Alderman J. Smith
Alderman D. Ross

Regrets: Mayor R. Morrow - vacation

Also present: Mr. L. Sage, Chief Administrative Officer
Mr. J. Pavelka, Director of Public Works
Mr. E. Matthews, City Treasurer
Mr. R. Hammel, Treasury Department
Ms. C. Lowe, Human Resources Commissioner
Mrs. D. Jones, Manager, Personnel Services
Mr. R. Roszell, City Solicitor's Office
Mr. L. Farr, City Solicitor's Office
Mrs. S. K. Reeder, Secretary

The Committee was advised that Mr. Rouff, City Solicitor was not able to attend the meeting as he was at a Conference. General discussion then ensued on whether to proceed in Mr. Rouff's absence.

City Solicitor not in attendance

Mr. William G. Charlton and Mr. Paradis of Ross and McBride appeared before the Committee at their own written request.

Cost of Litigation Services

The Committee was in receipt of a letter from Mr. William G. Charlton and Mr. Raymond Plant of Ross and McBride dated 1988 July 28 respecting litigation legal services.

The Committee was also in receipt of a letter from Mr. Raymond M. Plant, Ross and McBride dated 1988 August 15 respecting an updated summary and statement of accounts for legal fees rendered to the City of Hamilton by the firm of Ross and McBride with a period covering 1987 November 1 to 1988 June 30.

The Committee was in receipt of a memo from the City Solicitor dated 1988 August 16 respecting litigation fees.

The Committee was in receipt of a report from the City Treasurer dated 1988 August 17 respecting legal fees.

The Committee was in receipt of a memo from the Secretary, Executive Committee dated 1988 August 2 respecting the upcoming meeting of the Executive Committee to take place on Thursday, 1988 August 25 to discuss the issue of litigation services.

The Committee was in receipt of a report of a memo from the Acting Secretary of the Personnel Committee dated 1988 July 21 respecting the procedure/policy re: Signing Limitations for Account Payments.

The Committee was in receipt of a letter of correspondence from the Commissioner of Human Resources to the Chairperson of the Personnel Committee dated 1988 August 17 respecting outside legal advice provided to the Human Resources Department.

Personnel Committee
1988 August 24

The Committee was in receipt of an added report from the Secretary, Finance Committee advising the Personnel Committee that the Finance Committee approved that City Council continue with the present policy respecting procedure/policy re: Signing Limitations for Account Payments.

Considerable discussion ensued on the cost estimates and expenditures to date with disagreement ensuing on those figures between the City Treasurer and the representative of the City Solicitor's Office.

It was then moved by Alderman Christopherson seconded by Alderman Smith

> That the Personnel Committee advise the Executive Committee that they would prefer to have the litigation services performed by in-house staff and the appropriate re-hiring undertaken.

Recorded vote: Nays: Aldermen McCulloch; Hinkley;
Yeas: Aldermen Kiss; Wheeler; Christopherson; Smith; Ross. Motion carried

Moved by Alderman Hinkley seconded by Alderman Ross to table the above resolution until the Executive Committee has had an opportunity to discuss this matter at the meeting held August 25, 1988.

Recorded vote: Yeas: Aldermen Hinkley; Ross
Nays: Aldermen Kiss; Wheeler; Christopherson; McCulloch; Smith. Motion lost

Payment of Account - Ross & McBride - 1988 May

The Committee was in receipt of a report from the City Solicitor dated 1988 July 7 regarding payment of account to Ross and McBride for May 1988 re: City Litigation files. This account is in the amount of $7 734.75.

The Committee agreed that this matter be referred to the C.A.O. for approval as per City Council policy.

Payment of Account - Ross & McBride - 1988 June

The Committee was in receipt of a report from the City Solicitor dated 1988 July 15 respecting payment of account to Ross and McBride for June 1988 re: city litigation files.

Moved by Alderman McCulloch seconded by Alderman Ross and carried to approve the following recommendation:

> "That the account of Ross and McBride, Barristers and Solicitors, dated 1988 June 30 in the total amount of $21 425.75 be approved".

Regular status reports - Litigation Services

Moved by Alderman Wheeler seconded by Alderman McCulloch and carried that the City Solicitor be requested to provide information status report on a regular basis of the budgeted amount for litigation services amount expended to date and balance remaining.

Status Report - Litigation Fees - 1988 July

The Committee was in receipt of an information report from the City Solicitor dated 1988 August 15 respecting city litigation services from Ross and McBride for the month of July. This report advises the Personnel Committee that the account for the month of July was $4 300.70 made up of $3 415.00 for fees and $885.70 for disbursements. The Committee agreed to receive this information report.

Minutes - 1988 July 20

The Committee was in receipt of the minutes of their last meeting held Wednesday, 1988 July 20 and agreed to adopt these minutes.

Personnel Committee
1988 August 24

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 August 18 respecting a leave of absence.

Leave of Absence - Gary Flynn

The Committee approved the following:

> "That a Leave of Absence without pay be granted to Gary Flynn for educational purposes from 1988 September 12 to approximately 1989 May 30".

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 August 9 respecting the purchase of service - OMERS.

Purchase of Service - OMERS

The Committee then approved the following recommendation :

(a) That a payment be made to the Ontario Municipal Employees Retirement System to a maximum of $144 746. as of 1988 January 1 for the employer's portion of the purchase of war service as credited pensionable service for eligible members of OMERS.

(b) That this be referred to the Finance Committee for the method of funding.

Alderman McCulloch declared a conflict of interest as he has war service which will be credited to his pensionable service.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 August 12 respecting an agreement between the Hand Association of Sewer, Watermain and Road Contractors and the International Union of Operating Engineers, Local 793.

Agreement - Hand Assoc. of Sewer, Watermain & Road Contractors & the International Union of Operating Engineers, Local 793

The Committee approved the following recommendation:

"That the agreement between the Hand Association of Sewer, Watermain and Road Contractors and the International Union of Operating Engineers, Local 1983 be approved".

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 August 10 respecting Contract Settlement between the Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America (Local 18, Hamilton).

Contract Settlement - Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters & Joiners of America, Local 18, Hamilton.

Moved by Alderman Ross seconded by Alderman McCulloch and carried to approve the following

> "That the Contract Settlement between The Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America (Local 18, Hamilton) be approved".

Personnel Committee
1988 August 24

Appointments to and Terminations from Permanent Positions to 1988 August 12

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 August 12 respecting Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to 1988 August 12.

Moved by Alderman Ross seconded by Alderman McCulloch and carried to approve the following recommendtion:

> "That the Appointments to and Terminations from Permanent Positions within the Corporation of the City of Hamilton to 1988 August 12 be approved".

Waterfront Project Co-ordinator

The Committee was in receipt of an added report from the Commissioner of Human Resources dated 1988 August 23 respecting the position of Waterfront Project Co-ordinator.

Moved by Alderman Hinkley seconded by Alderman McCulloch and carried to approve the following recommendation:

> "That the position of Waterfront Project Co-ordinator be reclassified to Salary Schedule "L", $34 886.28 - $41 081.04 per annum".

Publication - Ministry of Municipal Affairs - "Avoiding Wrongful Dismissals"

The Committee was in receipt of an information report from the Commissioner of Human Resources dated 1988 August 9 attaching a publication from the Ministry of Municipal Affairs entitled "Avoiding Wrongful Dismissal".

Oath of Office - Civic Officials

Alderman Hinkley requested a report from the C.A.O. on what the Oath of Office says, when this oath is taken, and what officers are required to take this oath.

In-Camera

The Committee then moved in-camera to discuss matters of a private and confidential nature.

Performance Appraisals

The Committee then moved into public session and it was agreed that the issue of performance appraisals would be discussed at the next meeting of the Committee.

Adjournment

There being no further business the meeting then adjourned.

Taken as read and approved

S. K. Reeder
Secretary
Personnel Committee

Alderman M. Kiss
Chairperson
Personnel Committee

Typed by: D. Geroux
1988 August 24

Wednesday, 1988 September 7
9:00 o'clock a.m.
Council Chambers, City Hall

A special meeting of the Personnel Committee was held:

The Personnel Committee met:

There were present: Alderman M. Kiss, Chairman
Alderman R. Wheeler, Vice-Chairman
Alderman B. Hinkley
Alderman D. Christopherson
Alderman H. Merling
Alderman Wm. McCulloch
Alderman J. Smith
Alderman D. Ross

Regrets: Mayor R. Morrow - civic business

Also present: Mr. E. Matthews, Acting C.A.O & City Treasurer
Mr. K. A. Rouff, City Solicitor
Mr. R. Hammel, Treasury Department
Mrs. D. Jones, Manager, Personnel Services
Mrs. S. K. Reeder, Secretary

The Committee was in receipt of an information report from the Manager of Personnel Services dated 1988 September 6 regarding the status of positions within the City Solicitor's Department.

Information Report - Human Resources - Status of positions within the City Solicitor's Dept.

The Committee questioned which newspapers would be used for advertising the position of litigation counsel and they were advised that the Hamilton Spectator and the Globe & Mail will be used for advertising this position.

Considerable discussion ensued on the filling of the position of Litigation Counsel.

The Secretary was requested to send a copy of excerpts from the minutes with respect to the litigation position as discussed by the Personnel Committee.

The Committee also requested information from the minutes on the recently approved Managers' positions within the City Solicitor's Department.

Following a great deal of discussion on the salary range for the position of Litigation Counsel, it was moved by Alderman Wheeler, seconded by Alderman Smith and carried:

Salary range - Litigation Counsel

> "That the advertisement for the position of Litigation Counsel indicate "Salary to be commensurate with experience." and;
>
> "That the City Solicitor report back to the Personnel Committee with his recommendation for the filling of the position of Litigation Counsel."

The City Solicitor indicated to the Committee that he had concerns at the current procedure for advertising, whereby his Department is required to indicate where the savings will show in his accounts to cover the cost of the advertising.

Funding of advertising costs - Litigation Counsel position

It was moved by Alderman McCulloch seconded by Alderman Wheeler and carried:

> "That the City Solicitor be directed to find the necessary funds for advertising for the position of Litigation Counsel, City Solicitor's Department".

Articling Students

Brief discussion ensued on the positions of Articling Students and it was indicated that three applications have been received to date with two of them being from the West.

Some discussion ensued on this matter and it was agreed that the filling of these positions be continued in the normal process.

Adjournment

There being no further business the meeting then adjourned.

Taken as read and approved

S. K. Reeder
Secretary
Personnel Committee

Alderman M. Kiss
Chairman
Personnel Committee

Typed by: D. Geroux
1988 September 12

2.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: C. A. Lowe
Commissioner of Human Resources

DATE: 1988, Sept. 22
COMM FILE:
DEPT FILE:

SUBJECT: Supervisor, Driver Safety

RECOMMENDATION: That the position of Supervisor, Driver Safety in the Public Works Department be slotted in the non-union pay range of "L" with an annual Salary Range from $34,886.28 to $41,081.04.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)
All costs to be absorbed under current budget.

BACKGROUND: The position has been approved by council subject to salary determination. The description was submitted to the City's Job Evaluation Committee and rated within the "L" Salary Range. The above recommendation is based upon that evaluation.

Tom Cirillo

Cheryl Lowe

3.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: C. A. Lowe
Commissioner of Human Resources

DATE: 1988, Sept. 22
COMM FILE:
DEPT FILE:

SUBJECT: Manager, Central Garage

RECOMMENDATION: That the position of Manager, Central Garage in the Public Works Department be slotted in the non-union pay range of "G" with a annual Salary Range from $49,884.12 to $58,795.88.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)
All costs to be absorbed under current budget.

BACKGROUND: The position has been approved by council subject to salary determination. The description was submitted to the City's Job Evaluation Committee and rated within the "G" Salary Range. The above recommendation is based upon that evaluation.

Tom Critelli

Cheryl Lowe

FOR ACTION

4.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mrs. C. Lowe
Commissioner of Human Resources

DATE: 1988 September 9
COMM FILE:
DEPT FILE:

SUBJECT: Apointments to and Terminations from Permanent Positions with the Corporation to September 9, 1988.

RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*

N/A

BACKGROUND:

Cheryl Lowe

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Judy Berestecki	By-Law Enforcement Constable (B-5)	Traffic	replacing Mr. G. Henderson - retired	$435.67 to $509.81	$435.67 per week (1 of 5)	August 29, 1988
Mr. David Billyard	General Foreman (Sanitation) (L-3)	Public Works	replacing Mr. D. Duncan - promoted	$34,886.28 to $41,081.04	$36,299.12 per annum (2 of 5)	August 22, 1988
Mr. Thomas A. Bradbury	Assistant Supervisor, Taxation-Realty (L)	Treasury	replacing Mr. R. Holland - promoted	$34,886.28 to $41,081.04	$34,886.28 per annum (1 of 5)	August 29, 1988
Ms. Dianne G. Dittmer	Typist Clerk II (E-2)	Traffic	replacing Ms. C. Alletto - promoted	$339.51 to $365.75	$339.51 per week (1 of 3)	August 29, 1988
Mr. Richard W. Galway	Maintenance Assistant (6)	Convention Centre (division of H.E.C.F.I.)	additional staff - approved by H.E.C.F.I. Board of Directors July 15, 1988	$18,149.56	$18,149.56	August 15, 1988
Mr. Joseph A. Guerretta	Traffic Serviceman II (A-3)	Traffic	replacing Mr. M. Ormond - resigned	$394.30 to $447.93	$394.30 per week (1 of 4)	August 15, 1988
Mr. Ronald G. Heemskerk	Asphalt Raker (D-9)	Public Works	replacing Mr. J. Galati - returned to former position	$12.192 to $12.392	$12.192 per hour (1 of 2)	August 08, 1988

Prepared 09 September 1988

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Sandra J. Johnson	Stenographer III (E-3)	Building	additional staff - approved by City Council Feb. 29/88	$361.95 to $391.04	$361.95 per week (1 of 3)	August 22, 198
Ms. Linda M. Kurluk	Programmer I (A-17)	Treasury	replacing Mr. R. Hrynyk - promoted	$707.82 to $845.62	$765.61 per week (3 of 5)	June 20, 1988
Mr. Michael Leroux	Motor Mechanic (D-17)	Central Garage (division of Public Works)	replacing Mr. T. Assenza - resigned	$14.523 to $14.723	$14.723 per hour (2 of 2)	August 15, 1988
Ms. Susanne Markle	Records Clerk (E-4)	City Clerk's	replacing Ms. M. Gould - promoted	$397.31 to $425.83	$397.31 per week (1 of 3)	August 29, 1988
Ms. Paula T. Mason	By-Law Enforcement Constable (B-5)	Traffic	replacing Mr. G. Henderson - retired	$435.67 to $509.81	$450.49 per week (2 of 5)	August 15, 1988
Ms. Linda Paterson	Counter Clerk (A-3)	Building	replacing Mr. D. Morrow - promoted	$394.30 to $447.93	$394.30 per week (1 of 4)	August 15, 1988
Mr. Frank E. Peter	Counter Clerk (A-3)	Building	replacing Mr. S. Teal - promoted	$394.30 to $447.93	$394.30 per week (1 of 4)	August 15, 1988
Mr. George Robis	Draftsman III (A-3)	Building	replacing Ms. M. German - promoted	$394.30 to $447.93	$394.30 per week (1 of 4)	August 15, 1988

Prepared 09 September 1988

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Ms. Sandra Bourque	Stenographer III	Building	Resigned	2 years, 4 months	August 10, 1988
Mr. George Falla	Signal Repairman II	Traffic	Terminated	7 years, 1 month	July 15, 1988
Mr. Ward Howard	Clerk Investigator	Traffic	Retired	16 years, 5 months	August 31, 1988
Mr. John A. Redding	District Chief	Fire	Retired	34 years, 5 months	September 4, 1988
Mr. Ray Young	Programmer II	Information Systems (division of Treasury)	Resigned	1 year, 2 months	September 2, 1988

Prepared 09 September 1988

FOR INFORMATION

5.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mrs. C. Lowe
Commissioner of Human Resources

DATE: 1988 September 12
COMM FILE:
DEPT FILE:

SUBJECT: Performance Appraisal

BACKGROUND:

The Personnel Committee, at its meeting of July 25, 1988 requested a status report on the implementation and effectiveness of the performance appraisal policy.

The following is a summary of the Human Resources Centre's role in the Performance Appraisal process as well as a summary of the current implementation status in each department:

In anticipation of City Council's adoption of a performance appraisal policy, the City Personnel Department conducted a series of training workshops for all supervisory staff and union stewards on performance appraisal from June 1984 to June 1986. All but approximately 70 city supervisory staff attended the workshops in that period. The Workshops included such topics as

1) Reviewing the Job Description;
2) Setting Performance Standards;
3) Preparing for the Performance Appraisal; and
4) Conducting Appraisal Interviews

On November 24, 1987, the Supervisor of Training & Development attended Management team to speak to department heads to review the policy and imparted some tips on conducting performance appraisals and distributed a summary handout.

On January 20th, 1988, the Supervisor of Training & Development requested that each department head provide her with a status report on their Performance Appraisal implementation.

cont'd

On April 12, 1988, the Supervisor of Training & Development communicated again with each department head indicating Performance Appraisals were required for all employees regardless of their eligibility for anniversary increases.

The following is a departmental status update as of January 1, 1988:

Building Department:	- responded to implementation status request January 28, 1988 advising they would be starting Performance Appraisal process
	- have submitted 1 Performance Appraisal
C.A.O.'s office:	- have submitted 1 Performance Appraisal
Clerk's/Aldermen's:	- Aldermen's offices have submitted Performance Appraisals
Community Development:	- responded to implementation status request by advising performance appraisal process would commence March 1988
	- no Performance Appraisals received to date
Culture & Recreation:	- have submitted Performance Appraisals
Fire Department:	- advised difficulty in completing Performance Appraisals because agreement has not been reached with the Firefighter's Association on job descriptions
	- Human Resources Centre agreed to hold implementation process until September 1988. At that time, Manager of Wage & Salary Administration to review a possible time frame to commence work on job descriptions.
Hamilton Entertainment Centre & Facilities Inc.:	
	- have submitted Performance Appraisals

cont'd

7.

CITY COUNCIL
HAMILTON, CANADA

Alderman David Christopherson

71 MAIN STREET WEST L8N 3T4 • (416) 526-2730 • RES. (416) 561-9508 — WARD 4

August 11, 1988

Mrs. J. McAnanama
Chief Executive Officer
Hamilton Public Library

Dear ~~Mrs. McAnanama~~: Judy

RE: LIBRARY CHILD CARE PROPOSAL

Would you please provide me with a short summary of our Library Board's involvement with the Child Care Proposal to date.

I have been extremely impressed and pleased with the progress we are making and would like to suggest to our Personnel Committee at City Hall that we investigate the possibility of a similar proposal.

A response at your earliest convenience would be appreciated to allow me time to have this placed on the committee agenda.

Thank you for your attention to this matter.

Sincerely,

David Christopherson
Alderman, Ward 4

DC:nb

c.c. - Mrs. Ruth Van Horne

AUG 23 1988

Hamilton Public Library
55 York Blvd: Hamilton Ont.
L8R 3K1 Telephone 529-8111
Envoy Address: HAM. PUB. LIB

1889 1989
GROWING WITH YOU

August 22, 1988

Alderman David Christopherson
Ward 4
City Hall
71 Main St. West
Hamilton, Ontario
L8N 3T4

Dear Alderman Christopherson,

RE:LIBRARY CHILD CARE PROPOSAL

The Hamilton Public Library Board has approved the establishment of a joint employer/employee Day Care to be managed by an incorporated Day Care Board. The Day Care will be located in a renovated house. The property will be purchased by the Library Board from its Endowment Fund if City Council approval is received. It is expected that a report to the City Executive Committee will be prepared within the next month. The search for a suitable property is currently in progress.

The cost of renovation will be funded by a grant from the Ministry of Community and Social Services (80%) and supporting funding from the Library (10%) and CUPE Local 932 (10%).

The property, purchased by the Library Board, will be leased to the Day Care Board at a nominal cost which will cover taxes and annual maintenance.

The internal management/union task force is in the process of organizing the incorporation of the Day Care Board. The chairman of the committee (union representative) and I are searching for suitable properties.

...2

The Board has placed an upper limit of $180,000.00 on the property and, based upon an independent report prepared by Chambers and Co., we are confining our search to the area bounded by York Blvd., James St. South, the Escarpment and Dundurn Ave.

I hope this letter provides you with sufficient information.

Yours Sincerely,

Judith McAnanama

Judith McAnanama
Chief Executive Officer

Parking Authority:	- no Performance Appraisals received to date
Property :	- have submitted Performance Appraisals
Public Works:	- have submitted Performance Appraisals
Solicitor's:	- responded to implementation status request February 2, 1988 advising process not started due to City Solicitor's absence, staff shortage and unsettled state of department. They advised process would start when feasible.
	- no Performance Appraisals received to date
Traffic:	- are in the process of setting performance standards
	- no Performance Appraisals received to date
Treasury:	- have submitted Performance Appraisals

Cheryl Howe

CAL/so

PASSED BY CITY COUNCIL JANUARY 13, 1987

PERFORMANCE APPRAISAL POLICY

The Corporation of the City of Hamilton wishes to promote the use of the performance appraisal process.

A. OBJECTIVES

(1) Provide a regularly scheduled review of each employee's performance during a given period of time to:

(a) measure performance relative to the duties and responsibilities of the position held

(b) encourage employees to set personal performance standards and goals

(c) encourage employees toward a program of personal development through training and education

(d) guage the suitability of the employee for additional responsibility or promotion

(2) Provide a means for increased interaction between a supervisor and his subordinates by encouraging supervisors to observe the behaviour of their employees and assist them to achieve their performance potential.

(3) Develop specific requirements for training and development for individual employees, groups of employees or certain positions.

(4) Keep a record, on an objective basis, of the employee's work performance

(5) Establish a basis for assessment of annual increases if applicable.

B. RESPONSIBILITIES

(1) CITY COUNCIL

(a) Adoption of Performance Appraisal Policy

(b) Adoption of amendments to Performance Appraisal Policy

(2) CHIEF ADMINISTRATIVE OFFICER

(a) Ensure proper implementation of policy

(b) Ensure maintenance of policy

(c) Provide a regularly scheduled performance appraisal evaluation of the individual Department Heads.

(d) Final review of all Performance Appraisal Forms.

(3) DIRECTOR OF PERSONNEL

(a) Develop and administer Performance Appraisal Program in consultation with other Department Heads and the Chief Administrative Officer

(b) Provide training programs for implementation and maintenance of program

(4) DEPARTMENT HEADS

(a) Administer and co-ordinate the program within his/her department

(b) Report regularly on the departmental results of the process to the Chief Administrative Officer

(c) As part of the process, provide a regularly scheduled performance appraisal evaluation of the individual managers, supervisors, foremen or employees reporting directly to him/her.

(5) SUPERVISORS AND/OR FOREMEN

(a) Provide a regularly scheduled performance appraisal evaluation of all individuals who report directly to him/her either directly, or through a subordinate supervisor.

(b) Recommend to the Department Head (Supervisor in the case of the Foremen) the performance standards for the positions under his/her control.

(c) Report regularly to Department Head (Supervisor in the case of Foremen) on the results of the process.

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1988 October 13

NOTICE OF MEETING

PERSONNEL COMMITTEE
Wednesday, 1988 October 19th
9:00 o'clock a.m.
Room 233, City Hall

Susan K. Reeder

Susan K. Reeder
Secretary

AGENDA

1. Minutes of the meetings held Wednesday, 1988 September 21.

COMMISSIONER OF HUMAN RESOURCES

2. The Ontario Glazier Institutional, Commercial and Industrial Agreement between Architectural Glass and Metal Contractors Association and The International Brotherhood of Painters and Allied Trades and The Ontario Council of the International Brotherhood of Painters and Allied Trades.

3. Agreement between The Corporation of the City of Hamilton and Family Services of Hamilton-Wentworth Incorporated from 1988 September 1 through 1989 August 31.

4. Appointments to and Terminations from Permanent Positions with the Corporation to 1988 October 4.

INFORMATION ITEM

5. Correspondence - Canadian Union of Public Employees - Local Five

6. In-Camera Agenda

7. Other Business

8. Adjournment

Wednesday, 1988 September 21
9:00 o'clock a.m.
Room 233, City Hall

The Personnel Committee met:

There were present: Alderman M. Kiss, Chairperson
Alderman R. Wheeler, Vice-Chairman
Mayor R. M. Morrow
Alderman B. Hinkley
Alderman D. Christopherson
Alderman H. Merling
Alderman J. Smith
Alderman D. Ross

Regrets: Alderman Wm. McCulloch, Regional business

Also present: Alderman G. Copps
Ms. C. Lowe, Human Resources Commissioner
Mrs. D. Jones, Manager, Personnel Services
Mr. J. Johnson, Labour Relations Officer
Mrs. S. K. Reeder, Secretary

The Committee was in receipt of the minutes of the meetings held Wednesday, 1988 August 24 and Wednesday, 1988 September 7. Moved by Alderman Wheeler seconded by Alderman Hinkley and carried to adopt these minutes.

Minutes - 1988 August 24 and 1988 September 7

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 September 22 respecting the classification of the position of Supervisor, Driver Safety, Public Works Department.

Classification Supervisor, Driver Safety - Public Works Department

Moved by Alderman Hinkley seconded by Alderman Wheeler and carried to approve the following recommendation:

> "That the position of Supervisor, Driver Safety in the Public Works Department be categorized in the non-union pay schedule of "L" with an annual Salary Range from $34 886.28 to $41 081.04."

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 September 22 respecting the position of Manger - Central Garage.

Classification - Manager, Central Garage

Moved by Alderman Hinkley seconded by Alderman Wheeler and carried to approve the following recommendation:

> "That the position of Manager, Central Garage in the Public Works Department be categorized in the non-union pay schedule of "G" with an annual Salary Range from $49 884.12 to $58 795.88."

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 September 9 respecting Appointments to and Terminations from both Permanent Positions with The Corporation of the City of Hamilton to 1988 September 9.

Appointments to and Terminations from Permanent Positions to 1988 September 9

Moved by Alderman Wheeler seconded by Alderman Christopherson and carried to approve the following:

> "That the Appointments to and Terminations from both Permanent Positions with The Corporation of the City of Hamilton to 1988 September 9, BE APPROVED".

Performance Appraisals

The Committee was in receipt of an Information Report from the Commissioner of Human Resources dated 1988 September 12 respecting Performance Appraisals.

Considerable discussion ensued on this matter and the information contained in it, of those Departments who have not done Performance Appraisals.

Moved by Alderman Hinkley seconded by Alderman Ross that this matter be tabled until such time as the Chief Administrative Officer is in attendance to speak to this matter.

Statutory Official Positions

The Committee was in receipt of an information memo from the Deputy City Clerk dated 1988 September 20 respecting statutory official position.

Following discussion on this matter, it was moved by Alderman Hinkley seconded by Alderman Ross and carried to approve the following recommendation:

> "That all Declarations of Appointed Office be administered at a public meeting of City Council."

Performance Appraisals

At this point the Chief Administrative Officer arrived at the meeting. The Committee expressed their concerns to him that in many departments Performance Appraisals have not been conducted.

Following a considerable amount of discussion, the Committee approved the following:

(a) "That the Chief Administrative Officer, when conducting the Performance Appraisals of Department Heads, include in his Appraisal an analysis of the Department Heads completion of Performance Appraisals within his/her own Department."

(b) "That the Chief Administrative Officer and the Commissioner of Human Resources provide a yearly status report on the completion of all civic employees Performance Appraisals as well as the effectiveness of this program."

Child Care Proposal

The Committee was in receipt of information provided to them by Alderman D. Christopherson from the Hamilton Public Library respecting the Library's Child Care Proposal.

Alderman Christopherson spoke to the Committee on this matter with respect to providing child care for Regional/City employees.

The Committee agreed that this proposal should be referred to the Commissioner of Human Resources for the purpose of investigation and report back to the Personnel Committee with options and costs involved in implementing such a programme.

In-Camera Adjournment

At this point the meeting met in-camera session and there being no further business in the regular agenda the meeting then adjourned.

Taken as read and approved

S. K. Reeder
Secretary
Personnel Committee

Alderman M. Kiss
Chairperson
Personnel Committee

Typed by: D. Gerour
1988 September 21

2.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mrs. C. Lowe
Commissioner of Human Resources

DATE: 1988 October 19
COMM FILE:
DEPT FILE:

OCT 6 1988

SUBJECT: The Ontario Glazier Institutional Commercial and Industrial Agreement between Architectural Glass and Metal Contractors Association and The International Brotherhood of Painters and Allied Trades and The Ontario Council of the International Brotherhood of Painters and Allied Trades.

RECOMMENDATION:

Approval of the attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

for Mrs D Jones
C. A. Lowe

Ontario Glazier Institutional Commercial and Industrial Agreement between Architectural Glass and Metal Contractors Association and The International Brotherhood of Painters and Allied Trades and The Ontario Council of the International Brotherhood of Painters and Allied Trades

---

Duration of Agreement - May 1, 1988 to April 30, 1990

Appendix to the Ontario Provincial Agreement of the I.C.I. Sector of the Construction Industry for Hamilton and Niagara Peninsula Local 1795

Journeyman:

Date	Reg Hourly Rate	Vac Pay	Pension	Welfare	Total Wage Package
May 1, 1988	$18.35	$1.83	$ .80	$1.00	$21.98
May 1, 1989	$19.27	$1.92	$1.00	$1.00	$23.19
Jan. 1, 1990	$19.81	$1.98	$1.00	$1.00	$23.79

Swing Stage - $1.00 hourly premium
Charge Hands - $1.00 hourly premium
Lead Hands - $ .50 hourly premium

Apprentice Rates:

1st 1,000 hours - 50%

2nd 1,000 hours - 55%

3rd 1,000 hours - 60%

4th 1,000 hours - 65%

5th 1,000 hours - 75%

6th 1,000 hours - 80%

7th 1,000 hours - 90%

8th 1,000 hours - 95%

3.

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mrs. C. Lowe

Commissioner of Human Resources

DATE: 1988 October 19

COMM FILE:
DEPT FILE:

OCT 6 1988

SUBJECT: Agreement between The Corporation of the City of Hamilton and Family Services of Hamilton-Wentworth, Incorporated From September 1, 1988 through August 31, 1989.

BACKGROUND: Attached.

for C. A. Lowe

EMPLOYEE ASSISTANCE PROGRAM

AGREEMENT

This agreement made this day of , 1988

Between:

THE CORPORATION OF THE CITY OF HAMILTON

(hereinafter referred to as "the Employer")

and

FAMILY SERVICES OF HAMILTON-WENTWORTH, INCORPORATED

(hereinafter referred to as "the Agency)

SEPTEMBER 1, 1988 THROUGH AUGUST 31, 1989

1. EMPLOYER RESPONSIBILITY

The Employer agrees to:

a) provide personnel, approved by the General Employee Assistance Committee of the Corporation of the City of Hamilton, for the purpose of providing a Joint Advisory Committee; Terms of Reference for the Joint Advisory Committee are attached to this agreement;

b) provide adequate opportunity and assistance in the orientation of the Coordinator to the Employer's organization, personnel policies, and other relevant information. Employee Assistance Program Policy and the Implementation Procedures are attached to this agreement;

c) provide opportunities for the Employee Assistance Coordinator to conduct sufficient employee in-service sessions to ensure that personnel are familiar with and understand the services available, their objective and how to access the services;

d) provide promotional literature for employees;

e) remit to Family Services of Hamilton-Wentworth Incorporated during the term of this Agreement, $4,811.25 per month as long as services are being provided to the Employer. Any adjustment or failure to supply services, will be on pro rated basis, taking into account any fixed costs.

2. AGENCY RESPONSIBILITY

The Agency agrees to:

a) provide those services described under the "Terms of Reference Coordinator" as attached to this agreement;

b) provide a full time (a minimum of thirty-five hours per week inclusive of rest periods, fifty-two weeks per year) professional Coordinator to perform the services agreed upon by the parties; the precise hours to be agreed upon from time to time, and must be satisfactory to the Employer;

c) provide office space (including furniture, telephone service and supplies) for the Coordinator and clients at Suite 209. First Place, 350 King Street East, Hamilton, Ontario, or such other location as may be acceptable to the Employer;

d) provide an answering machine to take messages and requests for service in the absence of the Coordinator, such apparatus to be of sophisticated nature in order to protect the privacy and confidentiality;

e) provide non confidential data to the Joint Advisory Committee as required for the Committee to be aware of the number of clients, types of service utilized, and problem areas being encountered;

f) provide a representative for the Joint Advisory Committee;

g) have the professional Coordinator, who shall be an employee of the Agency, accountable to the Executive Director of the Agency, directly or through his delegate;

h) provide coverage and an alternative Coordinator should the regular Coordinator not be available for any reason.

3. EMPLOYER AND AGENCY RESPONSIBILITY

The Employer and the Agency both agree that:

a) all records, files and information collected by the Coordinator will be the exclusive property of the Agency;

b) data will be conveyed to the Joint Advisory Committee in form and content acceptable to the Committee, except that data which may be deemed as strictly confidential by the parties;

c) confidential client information will be released only to the Manager of Personnel Services and then only upon the written, informed consent of the client; the Agency's policy on client privacy and confidentiality will provide the terms of reference in this regard and also in any evaluation involving clients;

d) summary evaluation of the Employee Assistance Program and the discussion toward the renewal of this agreement will commence no later than June 1, 1988. Three months notice shall be given by either party of its intention to discontinue or substantially modify the agreement.

4. SUPERVISORY RESPONSIBILITY AND COORDINATOR ACCOUNTABILITY

Responsibility for evaluation of the Coordinator's job performance reside solely with the Agency, however, the input of the Joint Advisory Committee will be sought by the Agency and taken into account. The Agency will have line authority of the Coordinator and the Joint Advisory Committee will exercise functional authority.

5. DURATION

This agreement shall remain in force and effect from and including the 1st day of September 1988 until the 31st day of August, 1989.

FOR: The Corporation of the City of Hamilton

Mayor

City Clerk

Family Services of Hamilton-Wentworth, Inc.

CORPORATION OF THE CITY OF HAMILTON

EMPLOYEE ASSISTANCE PROGRAM POLICY

The Corporation of the City of Hamilton and its local boards recognize that workers can have life-style problems, which can affect their performance in the work place.

The employer and the unions commit themselves to helping these employees (and where appropriate their families) in the hope that troubled employees will be encouraged to accept assistance on a voluntary basis.

However, based on poor job performance and/or attendance, as noted by a supervisor, a union representative or a fellow worker, mandatory referral may be arranged with the assistance of a counselling service. The Agency will make initial assessment and, where necessary, refer the employee to an appropriate treatment source.

A commitment will be required from the person seeking help that he/she will cooperate in the Program to completion of treatment or follow-up.

Any health problems generated by conditions in an employees' personal life or generated by his/her life style, which interferes with his or her work performance, will be treated as an illness and, as such, will be open to the same benefits as any illness provided that the absence is under the conditions of the Program.

The Program will be coordinated through the Joint Advisory Committee. A counselling agency shall be retained to have personal and confidential contact with Program users.

This counselling service will report is accomplishments regularly to the Joint Advisory Committee. Members of this Committee will be made known in the work place so they may act as a line of communication between employees and the counselling source.

An employee's job security or advancement opportunities will not be adversely affected by their seeking benefit of this Program.

TERMS OF REFERENCE

JOINT ADVISORY COMMITTEE

(Employee Assistance Program)

A group of Labour and Management representative formed to assist and critique the Program by:

a) acting as a referral agent;

b) arranging general meetings with all groups to discuss changes in general policy, and suggested changes to the Program gathered from the various groups;

c) overseeing and monitoring the service provided;

d) determining what reports and information they wish to receive from the Agency;

e) giving direction to the Agency on matters pertaining to the Program.

TERMS OF REFERENCE

COORDINATOR

(Employee Assistance Program)

a) Provide counselling service to all employees at an off-site office with varying hours. Such service to include: psycho-social assessment; information; referral; short term, up to eight sessions, counselling; consultative and any other appropriate services as mutually agreed upon by the Employer and the Agency.

b) Prepare an orientation and education plan.

c) Arrange orientation and educational sessions with all staff.

d) Train Joint Advisory Committee members, and other appropriate personnel in the art of referral.

e) Attend meetings of the various committees as required.

f) Submit reports on progress of the Program to the Joint Advisory Committee.

The Coordinator shall provide all services listed above and any contained in the Job Description attached hereto.

EMPLOYEE ASSISTANCE PROGRAM

IMPLEMENTATION

PROCEDURES

1. The Employer will enter into a contract with a service agency to provide an "off-site Coordinator.

2. The Coordinator will prepare an orientation and educational plan for employees in consultation with the Joint Advisory Committee.

3. The Coordinator will arrange to have all members of the Joint Advisory Committee and other appropriate personnel trained in the art of referral.

4. Voluntary referrals may be made with or without consultation of Personnel Department Staff of the Employer. However, if the employee must have time off work, the Personnel Department and the Supervisor of the Employer must be informed. Medical certification will not be required for such absences if the employee is participating in an active treatment program as described in the policy and recommended by the Coordinator.

5. Formal referrals must be made in consultation with the Manager of Personnel Services of the Employer.

6. A master list of employees, to be used on a confidential basis for initial identification purposes only, shall be provided to the Coordinator, as required.

7. General Meetings will be held as required.

JOB DESCRIPTION

EMPLOYEE ASSISTANCE PROGRAM COORDINATOR

GENERAL

In general, the Employee Assistance Program (E.A.P.) Coordinator, under the supervision of the Manager of Contract Services and Special Projects, will fulfill the duties, tasks and functions of the position at such times and places as called for in the contract established between the Agency and the purchaser of the Employee Assistance Program.

SPECIFIC DUTIES

(Subject only to the express terms of the Agency's contract with the employer.)

1. Provide information and referral service to employees as appropriate.

2. Perform assessment, with or without referral, of employees as appropriate.

3. Provide short term counselling to employees as appropriate.

4. Provide consultation and training as to effective referral skills to foremen, supervisors, managers, union stewards, and the Joint Advisory Committee.

5. Provide for and/or provide preventive programs as appropriate and when feasible.

6. Maintain liaison and close collaboration with relevant personnel within the employee's system, e.g., personnel department, union officers, medical department or any other party that may wish to refer a troubled employee to the service.

7. Attend supervision sessions with the Manager of Contract Services on a regularly scheduled basis.

8. Attend E.A.P. Team meetings for the purpose of peer consultation on a regularly scheduled basis.

9. Attend Family Services Social Worker staff meetings.

10. Keep accurate records required by the Joint Advisory Committee and utilize the case recording and service information system of Family Services.

11. Assure confidentiality of case files and the information therein.

12. Attend Management/Employee Joint Advisory Committee meetings for the purpose of reporting service activity and trends, tabling of recommendations as to E.A.P. policy and program, and to receive policy guidelines for promotion, development, operation and evaluation of the E.A.P.

13. Perform such duties as may from time to time be assigned, or as are described in the contract.

4.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mrs. C. Lowe

Commissioner of Human Resources

DATE: *1988 October 19*

COMM FILE:
DEPT FILE:

OCT 6 1988

SUBJECT: Appointments to and Terminations from Permanent Positions with the Corporation to October 4, 1988.

RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*

N/A

BACKGROUND:

for C.A. Lowe

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Mr. Donald Bodnar	Building Inspector	Building	Resigned	11 years, 3 months	Sept. 16, 1988
Mr. Nat Davidson	Sales Manager	Convention Centre (division of H.E.C.F.I.)	Retired	5 years, 3 months	Sept. 30, 1988
Mr. Paul J. Iannuzzi	Lieutenant	Fire	Resigned	14 years	Sept. 15, 1988
Ms. Deborah Iles	Gift Shop Manager	Dundurn Castle (division of Culture & Recreation)	Resigned	8 years, 6 months	Sept. 02, 1988
Ms. Paula J. Kita	Stenographer I	Treasury	Resigned	6 years, 5 months	Aug. 31, 1988
Mr. Lloyd Moore	Truck Driver	Public Works	Retired	14 years, 4 months	Sept. 30, 1988
Mr. Martin Powell	Traffic Operations Engineer	Traffic	Resigned	2 years	Sept. 21, 1988
Ms. Dorothy Richardson	Key Punch Operator I	Information Systems	Resigned	1 year, 8 months	Sept. 30, 1988

Prepared 05 October 1988

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Richard Andoga	Draftsman/Woman II (A-6)	Traffic	replacing Ms. E. McLaren - promoted	$454.40 to $544.99	$454.40 per week (1 of 5)	Sept. 12, 1988
Mr. Paul L. Brown	By-Law Enforcement Constable (B-5)	Traffic	replacing Mr. L. Brown - on L.T.D.	$435.67 to $509.81	$435.67 per week (1 of 5)	Sept. 26, 1988
Mr. Ronald M. Buttrum	Tree Climber (D-9)	Public Works	replacing Mr. P. Lecompte - to former position	$12.192 to $12.392	$12.392 per hour (2 of 2)	Sept. 12, 1988
Mr. Kevin C. Christenson	Waterfront Project Co-ordinator (L)	Community Development	replacing Ms. J. Tollefsen - resigned	$34,886.28 to $41,081.04	$39,450.84 per annum (4 of 5)	Sept. 12, 1988
Mr. Dean R. Crabbe	Traffic Signal Repairman/Woman II (B-6)	Traffic	replacing Mr. G. Falla - terminated	$442.40 to $522.63	$455.06 per week (2 of 5)	Sept. 19, 1988
Mr. William E. Dupont	Building Inspector (A-12)	Building	additional staff approved by City Council Feb. 29/88	$588.12 to $689.97	$588.12 per week (1 of 5)	Sept. 05, 1988
Ms. Joanne D. Maki	Stenographer III (E-3)	Building	replacing Ms. S. Bourque - resigned	$361.95 to $391.04	$375.12 per week (2 of 3)	Sept. 19, 1988
Mr. William E. McGuire	Tree Climber (D-9)	Public Works	replacing Mr. B. Arnold - to former position	$12.192 to $12.392	$12.392 per hour (2 of 2)	Sept. 12, 1988
Mr. John McShane	Foreman/Woman III (Sanitation) (13-C)	Public Works	replacing Mr. P. Smith - promoted	$27,837.68 to $31,969.60	$27,837.68 per annum (1 of 3)	Sept. 26, 1988

Prepared 05 October 1988

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Charles W. Newell	Equipment Mechanic II (D-11)	Central Garage (division of Public Works)	replacing Mr. M. Leroux - promoted	$12.391 to $12.591	$12.391 per hour (1 of 2)	Sept. 06, 1988
Ms. Gail L. Paradis	Stenographer III (E-3)	Building	replacing Ms. I. Kozak - promoted	$361.95 to $391.04	$361.95 per week (1 of 3)	Sept. 05, 1988
Mr. Paul W. Smith	Foreman/Woman II (Sanitation) (12-C)	Public Works	replacing Mr. D. Billyard - promoted	$28,976.48 to $34,604.96	$34,604.96 per annum (3 of 3)	Sept. 05, 1988
Mr. Joseph G. Spiler	Assistant Supervisor of Accounting (M)	Treasury	replacing Mr. L. Friday - promoted	$32,604.00 to $38,364.56	$32,604.00 per annum (1 of 5)	Sept. 05, 1988
Mr. Eugene A. Stec	Maintenance Foreman (Cemetery) (12-C)	Public Works	new position approved by City Council June 1988	$28,976.48 to $34,604.96	$31,790.72 per annum (2 of 3)	Sept. 26, 1988
Ms. Leslee P. Stewart	Sales Executive (13)	Copps Coliseum (division of H.E.C.F.I.)	replacing Mr. J. Tsao - resigned	$33,000.24	$33,000.24 per annum	Sept. 26, 1988
Ms. Sandra L. Tucker	Building Inspector (A-12)	Building	additional staff approved by City Council June 22, 1988	$588.12 to $689.97	$614.83 per week (2 of 5)	Sept. 05, 1988
Mr. Christopher M. Van Berkel	Traffic Servicemah/ Woman II (A-3)	Traffic	replacing Mr. K. Nutley - promoted	$394.30 to $447.93	$394.30 per week (1 of 4)	Sept. 05, 1988
Ms. Sabine Zabel	Receipts Clerk II (PA-4)	Parking Authority	replacing Ms. D. Keith - resigned	$362.01 to $391.09	$362.01 per week (1 of 3)	Sept. 26, 1988

Prepared 05 October 1988

Canadian Union of Public Employees - Syndicat Canadien de la Fonction Publique

LOCAL FIVE

231 Bay Street North, Hamilton, Ont. L8R 2R1 Telephone: 416-527-3391

President
Fred Loft
Secretary
Ken Withers

RECEIVED
OCT 6 1988
CITY CLERKS

5.

October 5, 1988

Personnel Committees of the
City of Hamilton and the
Region of Hamilton-Wentworth.

Dear Sir/Madam:

The Grievance Committees of Local Five would like to bring it to your attention that the grievance procedure according to the Collective Agreement is not being followed.

It is our opinion that the following Departments are dragging their feet with regards to scheduling grievance meetings, allotting adequate time frames for the grievances to be heard in depth, and the amount of time these Departments take to respond to second and third stage Grievances:

Department of Public Works	(City)
Department of Culture and Recreation	(City)
Department of Engineering	(Region)
Department of Human Resources	(City and Region)

In fact, it is the consensus of both Grievance Committees that the whole grievance procedure is not being taken seriously by senior management. This is not a new problem, but one that has been brought to your attention in the past. It is our hope that with your intervention and direction, a more efficient attitude and proper scheduling of future meetings and quicker resolves will conclude the grievance procedure in a manner satisfactory to all parties involved.

Yours sincerely,

James Keenan

James Keenan,
City Grievance Chairman.

Harry McLawson

Harry Lawson,
Regional Grievance Chairman.

:sc

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1988 November 18

NOTICE OF MEETING

PERSONNEL COMMITTEE
Wednesday, 1988 November 23rd
9:00 o'clock a.m.
Room 233, City Hall

Susan K. Reeder
Secretary

AGENDA

1. Minutes of the meetings held Wednesday, 1988 October 19th

2. Firefighter Report (For Information)

FIRE CHIEF

3. 1989 - 1993 Capital Budget

MANAGER OF PURCHASING

4. Purchase of Fire Department Uniform Clothing, 1989

COMMISSIONER OF HUMAN RESOURCES

5. Buyer/MSA Analyst (Temporary Position)

6. Manager of Administration - Public Works

7. Curator, The Hamilton Museum of Steam and Technology

8. Agreement between Ontario Sheet Metal and Air Handling Group and Sheet Metal Workers International Association, Local Union 537.

9. Agreement between the Labour Relations Section of the Ontario Industrial Roofing Contractors Association and Ontario Sheet Metal Workers and Roofers Contractors and the Sheet Metal Workers International Association Local 537, Hamilton and Brantford, Ontario.

10. Appointments to and Terminations from Permanent Positions with the Corporation to 1988 November 9.

11. Waterfront Project Co-Ordinator: Salary Determination (For Information)

12. Other Business

13. Adjournment

Wednesday, 1988 October 19
9:00 o'clock a.m.
Room 233, City Hall

The Personnel Committee met:

There were present: Alderman M. Kiss, Chairperson
Alderman R. Wheeler, Vice-Chairman
Mayor R. M. Morrow
Alderman B. Hinkley
Alderman D. Christopherson
Alderman D. Ross
Alderman J. Smith
Alderman H. Merling

Regrets: Alderman W. McCulloch, civic business

Also present: Mr. L. Sage, Chief Administrative Officer
Ms. C. Lowe, Commissioner of Human Resources
Mrs. D. Jones, Manager of Personnel Services
Chief L. Saltmarsh, Fire Department
Mrs. Susan K. Reeder, Secretary

Minutes - 1988 September 21

The Committee was in receipt of the minutes of the last meeting held Wednesday, 1988 September 21 and it was moved by Alderman Ross, seconded by Alderman Smith and carried to approve these minutes.

Agreement - Architectural Glass and Metal Contractors Assn. and The International Brotherhood of Painter and Allied Trades and The Ontario Council of the International Brotherhood of Painters and Allied Trades

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 October 19 respecting the Ontario Glazier Institutional Commercial and Industrial Agreement between Architectural Glass and Metal Contractors Association and The International Brotherhood of Painters and Allied Trades and The Ontario Council of the International Brotherhood of Painters and Allied Trades.

Moved by Alderman Wheeler, seconded by Alderman Smith and carried to approve the following recommendation:

> "That the Ontario Glazier Institutional Commercial and Industrial Agreement between Architectural Glass and Metal Contractors Association and The International Brotherhood of Painters and Allied Trades and The Ontario Council of the International Brotherhood of Painters and Allied Trades, BE APPROVED."

Agreement - City of Hamilton and Family Services of Hamilton-Wentworth

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 October 19 respecting an Agreement between The Corporation of the City of Hamilton and Family Services of Hamilton-Wentworth, Incorporated from 1988 September 1 through 1989 August 31.

Moved by Alderman Ross, seconded by Alderman Smith and carried to approve the following recommendation:

> "That the Agreement between The Corporation of the City of Hamilton and Family Services of Hamilton-Wentworth, Incorporated from 1988 September 1 through 1989 August 31, BE APPROVED."

Appointments to and Terminations from Permanent Positions to 1988 October 4

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 October 19 respecting Appointments to and Terminations from both Permanent Positions with The Corporation of the City of Hamilton to 1988 October 4.

Moved by Alderman Ross seconded by Alderman Wheeler and carried to approve the following:

> "That the Appointments to and Terminations from both Permanent positions with The Corporation of the City of Hamilton to 1988 October 4, BE APPROVED."

Correspondence - Canadian Union of Public Employees, Local 5

The Committee was in receipt of a letter from Mr. James Keenan, City Grievance Chairman and Mr. Harry Lawson, Regional Grievance Chairman of the Canadian Union of Public Employees, Local 5.

General discussion ensued on this matter and it was then moved by Alderman Hinkley, seconded by Alderman Merling and carried that a letter be sent to the President of Local 5 with a carbon copy to the recording secretary and Mr. Keenan and Mr. Lawson acknowledging receipt of the letter and advising that this matter was referred to the appropriate officials.

Chief Saltmarsh - Correspondence from the Mayor's Race Relations Committee

The Committee was in receipt of a letter forwarded to them from Chief Saltmarsh, which he received from the Secretary, Mayors Race Relations Committee respecting visible minorities.

The memorandum respects the recruitment of more visible minorities to the Hamilton Fire Department and recommends three suggestions.

The Chief brought the matter to the Committee for direction.

A considerable amount of discussion ensued on this matter and it was agreed that a Fire Chief's Advisory Committee would be set up to assist the Fire Chief in reviewing the suggestions of the Mayor's Race Relations Committee Executive Committee with respect to the memorandum he received as well as to research and evaluate the Employment Opportunity Programs of other organizations.

This Advisory Committee will be composed of a representative of the Human Resources Department, Mayor's Race Relations Committee and Fire Department. It was also agreed that a report be brought back by the Chief on this matter in December 1988.

Adjournment

There being no further business, the meeting then adjourned.

Taken as read and approved

S. K. Reeder
Secretary
Personnel Committee

Alderman M. Kiss
Chairperson
Personnel Committee

Typed by: D. Geroux
1988 October 21

2.

FOR INFORMATION

REPORT TO: ALDERMAN M. KISS, CHAIRMAN AND
MEMBERS, PERSONNEL COMMITTEE

FROM: *MRS. SUSAN K. REEDER, SECRETARY*
PERSONNEL COMMITTEE

DATE: Nov. 18, 1988
COMM *FILE*
DEPT FILE:

SUBJECT: FIREFIGHTERS REPORT

BACKGROUND:

Please be advised that a Staff Report is being compiled by the Human Resources Department with respect to the Reports referred to by Alderman Don Ross at the Council meeting held on Tuesday, 1988 November 8th.

The titles of these two reports are:

(a) A.M.O. Report - "A Proposed Model of Collective Bargaining and required Amendments for the Fire Departments Act" January 1987.

(b) Firefighters Report -"How the Provincial Federation of Ontario Fire Fighters Looks at Proposed Amendments to the Fire Departments Act."

Mr. Johnston of the Human Resources Department has advised me that this staff report will be presented to the January, 1989 meeting of the Personnel Committee.

c.c.: Mr. L. Sage, Chief Administrative Officer
Mrs. C. Lowe, Director of Human Resources
Chief Saltmarsh, Fire Department

FOR ACTION

3.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1988 November 15
COMM FILE:
DEPT FILE: 7.1.1.89

NOV 1 5 1988

SUBJECT: 1989 - 1993 Capital Budget

RECOMMENDATION:

That the 1989 - 1993 Capital Budget of the Hamilton Fire Department be approved and forwarded to the Treasurer for consideration in the proposed 1989 - 1993 Capital Budget.

L G Saltmarsh

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

See Individual Capital Project Submission Forms

BACKGROUND:

The following changes have been made to the approved 1988 - 1992 Capital Budget.

Project

30000 - Gross Cost - Increased to $1,000,000. - Estimate is based on the highest cost of three possible parcels of land.

30001 - Gross Cost - Increased to $2,200,000.

39258 - Gross Cost - Increased to $1,400,000.

City of Hamilton
Treasury

1989-1993 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Fire

2. (a) PROJECT NUMBER: 30000

   (b) PROJECT NAME: Fire Station Upper Sherman and Fennell Avenue Area - Land Acquisition

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
To purchase land for the construction of a fire station in 1991 that would amalgamate two existing stations that are located on Upper Gage at Queensdale and on Upper Wentworth at Mohawk

4. (a) PROJECT STARTING DATE: 1991

   (b) PROJECT FINISHING DATE: 1991

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990

5. (a) GROSS COST OF PROJECT IN YEAR-OF-START DOLLARS: $ 1,000,000

   (b) SUBSIDIES AND OTHER RECEIPTS: $

   (c) CITY'S COST: $ 1,000,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1989	$	
- 1990	$	
- 1991	$ 1,000,000	
- 1992	$	
- 1993	$	
- 1994 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED:

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: n/a see project 30001

8. ADDITIONAL ANNUAL OPERATING COST: $ n/a

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY EXECUTIVE COMMITTEE OR CITY COUNCIL:
Proposed amalgamation of services would be delayed until land acquisition and subsequent construction is completed.

10. HAVE YOU PRESENTED THIS PROJECT BEFORE? YES [X] NO [ ]
IF YES, PLEASE INDICATE FOR WHAT YEAR 19 [9] [1]

B.G. Cretnash

Signature of Department Head/Local Board Manager (for Standing Committee)

Signature of C.A.O. (for Executive Committee)

Date

Date

City of Hamilton
Treasury

1989-1993 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Fire

2. (a) PROJECT NUMBER: 30001

   (b) PROJECT NAME: Fire Station, Upper Sherman and Fennell Avenue. Area-Construction

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
To more centrally provide emergency fire protection in the area presently serviced by two fire stations that are located on Upper Gage at Queensdale and on Upper Wentworth at Mohawk.

4. (a) PROJECT STARTING DATE: 1991

   (b) PROJECT FINISHING DATE: 1992

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990

5. (a) GROSS COST OF PROJECT IN YEAR-OF-START DOLLARS: $ 2,200,000

   (b) SUBSIDIES AND OTHER RECEIPTS: $

   (c) CITY'S COST: $ 2,200,00

			NO. OF PERSON YEARS CREATED
6. (a) YEAR OF EXPENDITURE	- 1989	$	
	- 1990	$	
	- 1991	$ 1,000,000	6
	- 1992	$ 1,200,000	6
	- 1993	$	
	- 1994 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED:			12

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: None

8. ADDITIONAL ANNUAL OPERATING COST: Minimal reduction $

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY EXECUTIVE COMMITTEE OR CITY COUNCIL:
Proposed amalgamation of services would be delayed until an adequate facility is provided

10. HAVE YOU PRESENTED THIS PROJECT BEFORE? YES [X] NO [ ]
IF YES, PLEASE INDICATE FOR WHAT YEAR 19 [9][1]

Signature of Department Head/Local Board Manager (for Standing Committee)

Signature of C.A.O. (for Executive Committee)

Date

Date

City of Hamilton
Treasury

1989-1993 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Fire

2. (a) PROJECT NUMBER: 39258

   (b) PROJECT NAME: Fire Station, Stone Church Road and Upper Wellington area - construction

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
   Provide emergency fire protection within required time limits to the south-central area of the city, above the escarpment. The purchase of required land for construction of this station was completed in 1987.
   Proposals being considered under strategic planning could result in cost increases for this project.

4. (a) PROJECT STARTING DATE: 1990

   (b) PROJECT FINISHING DATE: 1990

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1989

5. (a) GROSS COST OF PROJECT IN YEAR-OF-START DOLLARS: $ 1,400,000

   (b) SUBSIDIES AND OTHER RECEIPTS: $

   (c) CITY'S COST: $ 1,400,00

6. (a)

		NO. OF PERSON YEARS CREATED
YEAR OF EXPENDITURE - 1989	$ 150,000	
- 1990	$ 1,250,000	12
- 1991	$	
- 1992	$	
- 1993	$	
- 1994 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED:

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: 12

8. ADDITIONAL ANNUAL OPERATING COST: $ 1,050,000

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY EXECUTIVE COMMITTEE OR CITY COUNCIL:
   1. Inadequate facility if cost is reduced.
   2. Inflation effect on construction, if delayed.
   3. Inadequate fire protection, if eliminated.

10. HAVE YOU PRESENTED THIS PROJECT BEFORE? YES [X] NO [ ]
    IF YES, PLEASE INDICATE FOR WHAT YEAR 19 [9] [0]

D.G. Leetmarsh

Signature of Department Head/Local Board Manager (for Standing Committee)

Signature of C.A.O. (for Executive Committee)

Date

Date

CONTROL SECTION 0 MUNICIPAL GENERAL
03 PROTECTION TO PERSONS AND PROPERTY

SUB-SECTION 033 FIRE DEPARTMENT

CAPITAL BUDGET PROGRAM 1988-1992
ESTIMATED SCHEDULE, COST AND FINANCING OF PROJECTS
AS AT AUG. 30, 1988
(000's)

CODING
(1) CAPITAL BUDGET NUMBER (4) CMB YEAR REQUIRED
(2) BYLAW NUMBER (5) DATE OF COUNCIL APPROVAL
(3) CMB NUMBER (6) METHOD OF FINANCING
ANALYSIS OF REQUIREMENTS 1988 TO 1992

********** F I N A N C I N G **********

CODING	PROJECT DESCRIPTIONS	PROJECT START	PROJECT FINISH	GROSS COST	SUBSIDIES & OTHER RECEIPTS AMOUNT	SUBSIDIES & OTHER RECEIPTS CODE	PREVIOUSLY OBTAINED AMOUNT	PREVIOUSLY OBTAINED CODE	REQUIRED 1993 & AFTER	REQUIRED 1989-1992	AUTHORIZED	CONTEMPLATED	1988	1989	1990	1991	1992
1 38259 2 3 4 1988 5 88-06-28 6 RCP	FIRE STATION STONE CHURCH ROAD AND UPPER WELLINGTON- VEHICLE PURCHASE ANNUAL OPERATING COSTS- $25,000	1989	1990	300				300 RCP									
1 39258 2 3 4 1989 5 6 D	FIRE STATION, STONE CHURCH ROAD AND UPPER WELLINGTON- CONSTRUCTION ANNUAL OPERATING COSTS- $900,000	1990	1990	1400						1400		1400		150	1250		
1 30000 2 3 4 1990 5 6 REP	FIRE STATION, UPPER SHERMAN AND FENNELL AVENUE-LAND ACQUISITION	1991	1991	1000						1000		1000				1000	

CAPITAL BUDGET PROGRAM 1988-1992
ESTIMATED SCHEDULE, COST AND FINANCING OF PROJECTS
AS AT AUG. 30, 1988
(000's)

CONTROL 0 MUNICIPAL GENERAL
SECTION 03 PROTECTION TO PERSONS AND PROPERTY
SUB-SECTION 033 FIRE DEPARTMENT

CODING
(1) CAPITAL BUDGET NUMBER (4) CMB YEAR REQUIRED
(2) BYLAW NUMBER (5) DATE OF COUNCIL APPROVAL
(3) CMB NUMBER (6) METHOD OF FINANCING

********** F I N A N C I N G **********

ANALYSIS OF REQUIREMENTS 1988 TO 1992

CODING	PROJECT DESCRIPTIONS	PROJECT START	PROJECT FINISH	GROSS COST	SUBSIDIES & OTHER RECEIPTS AMOUNT	SUBSIDIES & OTHER RECEIPTS CODE	PREVIOUSLY OBTAINED AMOUNT	PREVIOUSLY OBTAINED CODE	REQUIRED 1993 & AFTER	REQUIRED 1988-1992	AUTHORIZED	CONTEMPLATED	1988	1989	1990	1991	1992
1 30001	FIRE STATION, UPPER	1991		2200						2200		2200				1000	1200
2	SHERMAN AND FENNELL		1992														
3	AVENUE-																
4 1990	CONSTRUCTION																
5	REPLACING TWO																
6 D	EXISTING STATIONS																
TOTAL SUB-SECTION 033				4900	0		300		0	4600	0	4600	0	150	1250	2000	1200
TOTAL SECTION 03				4900	0		300		0	4600	0	4600	0	150	1250	2000	1200

FOR ACTION

4.

REPORT TO: MRS. S. K. REEDER, SECRETARY
PERSONNEL COMMITTEE

FROM: MR. T. BRADLEY, MANAGER
PURCHASING

DATE: 1988 November 8
COMM FILE:
DEPT FILE:

NOV 9 1988

SUBJECT: PURCHASE OF FIRE DEPARTMENT UNIFORM CLOTHING, 1989

RECOMMENDATION
That a purchase order be issued to Firth Bros. Ltd. and Martin & Levesque (1983) Inc., Hamilton for the supply and delivery of Fire Department Uniform Clothing as and when required during 1989 in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, as follows:

- Senior Officer Tunic	$114.75
- Junior Officer Tunic	111.75
- Male Tunic	111.75
- Male Trousers	33.25
- Male Raincoat	86.90
- Male Parka	64.50
- Female Slacks	33.90
- Female Skirt	33.90
- Female Raincoat	86.90
- Female Parka	64.50
Provincial sales tax extra at 8%	

NOTE: Lowest acceptable of three (3) tenders received. Funds provided in Uniforms, Clothing and Accessories Account #0341-0429.

As measurements are to take place in Hamilton during mid-November, the above has been processed through the emergency procedures of the City of Hamilton Purchasing Policy, that states "An order can be placed upon the approval of two of the following: the Mayor, an appropriate Committee Chairman, the C.A.O. and that any action taken under this provision to be reported to the next regular meeting of City Council".

T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)
See above RECOMMENDATION

BACKGROUND - Tender Analysis based on estimated usage

Firth Bros. Limited, Hamilton	$36,626.00
Sainthill Levine, Toronto	52,863.16
*Aero Mode Ltd., Mississauga	34,173.00
Provincial sales tax extra at 8%	

* - This company was used in 1983 - See comments attached from Chief Saltmarsh. This company does not have a local tailor for alterations as required in the specifications. This company also has a longer delivery period. Three Fire Departments in Metro Toronto, currently being supplied by this firm, had negative comments about the long deliveries and quality of workmanship.

MEMORANDUM • CITY OF HAMILTON

TO : Mr. T. Bradley
Director of Purchases

YOUR FILE:

FROM : Chief L. G. Saltmarsh
Fire Department

OUR FILE :

SUBJECT : Tender - Uniform Clothing

DATE : February 4, 1987

Returned herewith are the analysis and tenders for the uniform clothing.

I am recommending that the contract be awarded to Firth Bros. Ltd. and charged to our Uniform, Clothing and Accessories accounts.

The low bidder is not being recommended for the following reasons:

1. Many of the uniform trousers supplied by the low bidder in 1983 had too little material in the thigh area.

2. The tunics, supplied in 1983 had too large a pocket flap.

3. Officers' tunics did not have the specified rank insignia.

4. Required returns of the uniforms to be remade and corrected resulted in considerable delays.

5. The difference in price to the second low bidder is relatively small.

If you have any questions concerning this recommendation, please contact me.

5.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: C. A. Lowe
Commissioner of Human Resources

DATE: 1988 November 23
COMM FILE:
DEPT FILE:

SUBJECT: *Buyer/MSA Analyst (Temporary Position)*

RECOMMENDATION:

That the temporary position of Buyer/MSA Analyst be slotted in the Non Union pay grade of "N". Effective July 17, 1988 to April 30, 1989.

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*

Annual salary range of $30,321.72 to $35,755.72. Accommodated within the existing budget.

BACKGROUND:

This temporary position is being recommended to compensate an employee for significantly increased responsibility during the development, implementation and traning period for the new MSA Financial System. (Purchasing, Accounts Payable, General Ledger, Budgeting Control, Financial Control, Information Expert (Reporting).

for C.A. Lowe

6.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: C. A. Lowe
Commissioner of Human Resources

DATE: 1988 November 23
COMM FILE:
DEPT FILE:

SUBJECT: Manager of Administration - Public Works.

RECOMMENDATION:

That the position of Claims Co-ordinator be retitled and reclassified to Manager of Administration and slotted in the Non Union pay grade of "J" effective August 8, 1988.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Annual salary range of $43,145.96 to $50,862.24. Accommodated within existing budget due to the deletion of Assistant to Director position.

BACKGROUND:

Evaluated by City's Job Evaluation Committee within the "J" point range. Significant change in responsibilities due to the deletion of position Assistant Director of Public Works.

for C.A. Lowe

Tom Critchlow

7.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: C. A. Lowe
Commissioner of Human Resources

DATE: 1988 November 23
COMM FILE:
DEPT FILE:

SUBJECT: Curator, The Hamilton Museum of Steam and Technology

RECOMMENDATION:

That the above position be slotted in Non Union pay grade "M".

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Annual salary range of $32,604.00 to $38,364.56. Accommodated within existing budget.

BACKGROUND:

Evaluated by City's Job Evaluation Committee within the "M" point range. Evaluation is identical to existing Museum Curatorial positions of comparable size.

for C.A. Lowe

Tom Cuttell

8.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Cheryl A. Lowe
Commissioner of Human Resources

DATE: 1988 November 9
COMM FILE:
DEPT FILE: C-060-88

SUBJECT: Agreement between Ontario Sheet Metal and Air Handling Group and Sheet Metal Workers International Association, Local Union 537

RECOMMENDATION:

Approval of attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

n/a

C. A. Lowe

Ontario Sheet Metal and Air Handling Group and Sheet Metal Workers International Association, Local Union 537

Duration of Agreement: May 1, 1988 - April 30, 1990

APPENDIX "A"
SHEETING & DECKING

Area 3 Hamilton-Brantford Section
Local Union No. 537

WAGE RATES

Classification	Effective Date	Hourly Rate	Vac Pay	Total Employer Contr.	Total Package
Sheeter/Decker	May 1/88	$21.64	10%	$2.30	$26.10
	Aug. 1/88	$21.18	10%	$2.80	$26.10
	May 1/89	$22.32	10%	$3.05	$27.60

Foreman Premium - $1.00 per hour

Sheeter/Decker Assistant	May 1/88	$20.16	10%	$2.30	$24.48
	Aug. 1/88	$19.71	10%	$2.80	$24.48
	May 1/89	$20.75	10%	$3.05	$25.88
Material Handler	May 1/88	$17.96	10%	$2.30	$22.06
	Aug. 1/88	$17.51	10%	$2.80	$22.06
	May 1/89	$18.43	10%	$3.05	$23.32
Probationary Employee	May 1/88	$10.11	10%	$2.30	$13.42
	Aug. 1/88	$9.65	10%	$2.80	$13.42
	May 1/89	$10.11	10%	$3.05	$14.17

SHIFT WORK PREMIUM

Journeyman: $2.84 per hour
Other Classifications: at appropriate percentages

IRREGULAR HOURS PREMIUM

Journeyman: $2.50 per hour
Other Classifications: at appropriate percentages

TRAVEL PER KM:

May 1/88 $0.23
May 1/89 $0.24

9.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Cheryl A. Lowe
Commissioner of Human Resources

DATE: 1988 November 9
COMM FILE:
DEPT FILE: C-061-88

SUBJECT: Agreement between The Labour Relations Section of the Ontario Industrial Roofing Contractors' Association and Ontario Sheet Metal Workers' & Roofers' Conference of the Sheet Metal Workers' International Association, Local 537, Hamilton & Brantford, Ontario.

RECOMMENDATION:

Approval of attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

n/a

C. A. Lowe

The Labour Relations Section of the Ontario Industrial Roofing Contractors' Association and Ontario Sheet Metal Workers' & Roofers' Conference of the Sheet Metal Workers' International Association, Local 537 Hamilton & Brantford, Ontario

Duration of Agreement: May 1, 1988 - April 30, 1990

Effective Date: May 1/88

Classification	Basic Rate	Foreman Premium	Vac. Pay	OSM Conf.	Sub Total	OIRCA	Total
Foreman	$21.48	$0.75	$2.22	$0.05	$24.50	$0.08	$24.58
Potman & Roofer	$20.91	-----	$2.09	$0.05	$23.05	$0.08	$23.13
Material Handler	$19.12	-----	$1.91	$0.05	$21.08	$0.08	$21.16
Material Handler (Sr. Prob.)	$15.24	-----	$1.52	$0.05	$16.81	$0.08	$16.89
Material Handler (Jr. Prob.)	$13.51	-----	$1.35	$0.05	$14.91	$0.08	$14.99

Foreman's Premium - $0.75 (calculated in above rates)
Pitch Premium - $1.00

It is further agreed that a Roofing Potman will be paid for his half-hour luch period providing it is necessary to perform any duties that he normally does during his regular day's work.

Vacation Pay - Method of Payment: Such payment shall include pay for vacation and holidays in the first week of July, the first week of December and on lay-off.

Effective Date: May 1, 1989

Classification	Basic Rate	Foreman Premium	Vac. Pay	OSM Conf.	Sub Total	OIRCA	Total
Foreman	$22.84	$1.00	$2.38	$0.05	$26.27	$0.08	$26.35
Potman & Roofer	$22.28	-----	$2.22	$0.05	$24.55	$0.08	$24.63
Material Handler	$20.48	-----	$2.05	$0.05	$22.58	$0.08	$22.66

Classification	Basic Rate	Foreman Premium	Vac. Pay	OSM Conf.	Sub Total	OIRCA	Total
Material Handler (Sr. Prob.)	$16.27	-----	$1.62	$0.05	$17.94	$0.08	$18.02
Material Handler (Jr. Prob.)	$14.40	-----	$1.44	$0.05	$15.89	$0.08	$15.97

Foreman's Premium - $1.00 (calculated in above rates)
Pitch Premium - $1.25

It is further agreed that a Roofing Potman will be paid for his half hour lunch period providing it is necessary to perform any duties that he normally does during his regular day's work.

Vacation Pay - Method of Payment:

Such payment shall include pay for vacation and holidays in the first week of July, the first week in December and on lay-off.

Travel Per KM:

May 1/88 $0.23
May 1/89 $0.25

FOR ACTION

10.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mrs. C. Lowe
Commissioner of Human Resources

DATE: 1988 November 23
COMM FILE:
DEPT FILE: C-062-88

SUBJECT: Appointments to and Terminations from Permanent Positions with the Corporation to November 9, 1988.

RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*

N/A

BACKGROUND:

Signature

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Marsha Atwood	Administrative Assistant/Secretary (12)	Hamilton Place (division of H.E.C.F.I.)	replacing Ms. J. Faris - retired	$27,278.68	$27,278.68 per annum	October 03/88
Mr. David R. Batchelor	Probationary Firefighter (N1)	Fire	replacing Mr. R. Simpson - retired	$28,747.39	$28,747.39 per annum	October 11/88
Mr. James Batchelor	Garbage Truck Driver (D-9)	Public Works	replacing Mr. L. Moore - retired	$12.192 to $12.392	$12.392 per hour (2 of 2)	October 10/88
Ms. Rae J. Blanchard	Stenographer IV (E-2)	City Solicitor's	replacing Ms. G. Paradis - promoted	$339.51 to $365.75	$339.51 per week (1 of 3)	October 03/88
Ms. Marilyn Bowlby	Box Office Manager (15)	H.E.C.F.I.	replacing Ms. C. Spencer - resigned	$34,886.28	$34,886.28 per annum	October 17/88
Mr. Sheldon Boyd	Probationary Firefighter (N1)	Fire	replacing Mr. R. Adams - retired	$28,747.39	$28,747.39 per annum	October 11/88
Mr. Donald B. Boyter	Licence Inspector/ Mechanic (A-9)	City Clerk's	new position approved by Council July 26/88	$521.73 to $624.82	$598.11 per week (4 of 5)	October 24/88
Mr. Joseph F. Buzit	Supervisor Driver Safety (L-3)	Public Works	new position approved by Council September/88	$34,886.28 to $41,081.04	$39,450.84 per annum (4 of 5)	November 7/88
Mr. Siebren de Jong	Project Manager (K)	Property	new position approved by Council April 12/88	$38,038.00 to $44,776.16	$41,298.40 per annum (3 of 5)	October 11/88

Prepared 09 November 1988

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Ken Edgar	Building Inspector (A-12)	Building	replacing Mr. D. Bodnar - resigned	$588.12 to $698.97	$588.12 per week (1 of 5)	October 17/88
Mr. Salvatore P. Farrauto	Facility Sales Manager (15)	Convention Centre (division of H.E.C.F.I.)	replacing Mr. N. Davidson - retired	$34,886.28	$34,886.28 per annum	October 3/88
Ms. Catharine Good	Licence Inspector II (A-9)	City Clerk's	new position approved by Council June 28/88	$521.73 to $624.82	$521.73 per week (1 of 5)	October 24/88
Ms. Natalie Gould	Counter Clerk (A-3)	Building	replacing Ms. L. Paterson - promoted	$394.30 to $447.93	$394.30 per week (1 of 4)	October 17/88
Mr. Steve P. Greene	Probationary Firefighter (N1)	Fire	replacing Mr. J. Ianuzzi - resigned	$28,747.39	$28,747.39 per annum	October 11/88
Mr. William J. Hubar	Litigation Counsel (F)	City Solicitor's	replacing Mr. D. Vickers - resigned	$54,122.64 to $63,686.48	$63,686.48 per annum (5 of 5)	October 31/88
Mr. Kevin Howell	Probationary Firefighter (N1)	Fire	replacing Mr. R. Holmes - retired	$28,747.39	$28,747.39 per annum	October 11/88
Mr. Robert Kurluk	Probationary Firefighter (N1)	Fire	replacing Mr. E. Anderson - retired	$28,747.39	$28,747.39 per annum	October 11/88

Prepared 09 November 1988

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Brian J. Malone	Traffic Operations Engineer (H)	Traffic	replacing Mr. M. Powell - resigned	$46,841.60 to $55,209.44	$46,841.60 per annum (1 of 5)	October 03/88
Ms. Eldoreen C. Mason	Licence Clerk (A-3)	City Clerk's	replacing Ms. C. Good - promoted	$394.30 to $447.93	$410.00 per week (2 of 4)	October 24/88
Mr. Glenn M. Matthews	Probationary Firefighter (N1)	Fire	replacing Mr. J. Hargrove - retired	$28,747.39	$28,747.39 per annum	October 11/88
Ms. Maureen G. McCaffrey	Administrative Assistant /Secretary (12)	Copps Coliseum (division of H.E.C.F.I.)	replacing Ms. L. Stewart - promoted	$28,500.16	$28,500.16 per annum	October 31/88
Mr. Robert S. Mooney	Probationary Firefighter (N1)	Fire	replacing Mr. W. Smith - retired	$28,747.39	$28,747.39 per annum	October 11/88
Mr. John D. Pawlick	Probationary Firefighter (N1)	Fire	replacing Mr. J.M. Mehlenbacher - resigned	$28,747.39	$28,747.39 per annum	October 11/88
Mr. James Pearson	Equipment Foreman/ Woman (Repairs) (13C)	Culture & Recreation	replacing Mr. O. Therout - retired	$27,837.68 to $31,969.60	$29,903.64 per annum (2 of 3)	October 03/88
Mr. Edward Rodek	Equipment Repairman/ Woman (Recreation) (D-11)	Culture & Recreation	replacing Mr. J. Pearson - promoted	$12.391 to $12.591	$12.591 per hour (2 of 2)	October 31/88

Prepared 09 November 1988

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. John A.C. Ross	Ontario Municipal Management Trainee (OMM)	Treasury	replacing Ms. C. Coutts - promoted	$17,654.52 to $18,359.12	$17,654.52 per annum (1 of 2)	October 24/88
Mr. Gordon P. Selinger	Probationary Firefighter (N1)	Fire	replacing Mr. A. Sakalauskas - resigned	$28,747.39	$28,747.39 per annum	October 11/88
Mr. Craig Squires	Probationary Firefighter (N1)	Fire	replacing Mr. R. Donat - retired	$28,747.39	$28,747.39 per annum	October 11/88
Ms. Karen Staton	Finance Officer (12)	H.E.C.F.I.	replacing Mr. D. Auyeung - resigned	$27,278.68	$27,278.68 per annum	October 24/88
Mr. Steve J. Vanderveen	Probationary Firefighter (N1)	Fire	replacing Mr. W. Cooke - retired	$28,747.39	$28,747.39 per annum	October 11/88

Prepared 09 November 1988

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Mr. Ronald J. Adams	Firefighter I, 4th year	Fire	Retired	34 years, 4 months	November 30, 1988
Mr. Edward C. Anderson	Firefighter I, 4th year	Fire	Retired	35 years, 8 months	November 27, 1988
Mrs. Frances Astley	Assistant Manager -Secretary	Parking Authority	Resigned	12 years, 9 months	November 02, 1988
Ms. Daisy Auyeung	Finance Officer	Convention Centre (division of H.E.C.F.I.)	Resigned	7 months	October 21, 1988
Mr. William Cooke	Captain	Fire	Retired	37 years, 2 months	November 30, 1988
Mr. Gary Cowles	Assistant Maintenance Supervisor	Culture & Recreation	Terminated	11 years, 1 month	July 09, 1988
Mr. John J. Demois	By Law Enforcement Constable	Traffic	Retired	10 years, 4 months	October 31, 1988
Ms. Lydia DiFazio	Clerk-Typist III	Real Estate (division of Property)	Resigned	4 years	November 03, 1988
Mr. Rolfe A. Donat	Firefighter I, 4th year	Fire	Retired	30 years, 5 months	November 27, 1988
Mr. Roy E. Gay	Fire Safety Officer	Fire	Retired	32 years, 5 months	November 30, 1988
Mr. Richard Holmes	Firefighter I, 4th year	Fire	Retired	30 years, 7 months	December 01, 1988
Mr. Nicholas Kir	Lieutenant	Fire	Retired	36 years, 4 months	December 01, 1988
Mr. Neubert Li	Senior Property Officer/Appraiser	Real Estate (division of Property)	Resigned	3 months	November 11, 1988

Prepared 09 November 1988

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Mr. Robert S. Mooney	Probationary Firefighter	Fire	Resigned	8 days	October 20, 1988
Ms. Linda Parlee	Switchboard Operator	Clerk's	Resigned	2 years, 10 months	November 04, 1988
Mr. George F. Pastor	Firefighter I, 4th year	Fire	Retired	33 years, 1 month	December 01, 1988
Mr. William J. Penfold	Director of Hamilton Convention Centre	Convention Centre (division of H.E.C.F.I.)	Retired	6 years	November 12, 1988
Ms. Stephanie Prpic	Administrative Assistant II	Mayor's Office	Resigned	2 years, 10 months	November 11, 1988
Mr. Read F. Simpson	Firefighter I, 4th year	Fire	Retired	35 years, 1 month	November 27, 1988
Mr. William R. Smith	Firefighter I, 4th year	Fire	Retired	37 years, 5 months	November 27, 1988
Ms. Colleen Spencer	Box Office Manager	H.E.C.F.I.	Resigned	12 years, 7 months	October 14, 1988
Mr. James F. C. Taylor	Firefighter I, 4th year	Fire	Retired	37 years	November 27, 1988
Ms. Caroline Thompson	Typist Clerk II	Building	Resigned	7 months	November 4, 1988

Prepared 09 November 1988

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: C. A. Lowe
Commissioner of Human Resources

DATE: 1988 November 23
COMM FILE:
DEPT FILE:

SUBJECT: Waterfront Project Co-ordinator:
Salary Determination

BACKGROUND: *The job description was submitted to the City's Job Evaluation* Committee for rating. The resultant rating confirmed the "L" level already approved by Personnel Committee and Council. Given the potential for this project to grow and for the responsibility level of the subject position to grow with it, it was recommended by the Job Evaluation Committee that this position be revised one year from the appointment date.

for C.A. Lowe

Tom Cutell

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 January 18

NOTICE OF MEETING

Personnel Committee
Wednesday, 1989 January 25th
9:30 o'clock a.m.
Room 233, City Hall

Susan K. Reeder
Secretary

SKR:mc

AGENDA

1. Chairman's Remarks

2. Minutes of the meeting held Wednesday, 1988 November 23rd.

3. Meeting Schedule for Personnel Committee meetings.

4. Budget Meeting - 1989 February 22nd

DIRECTOR OF CULTURE AND RECREATION

5. Curator, The Hamilton Museum of Steam and Technology.

COMMISSIONER OF HUMAN RESOURCES

6. Re-classification - Cashier/Receptionist - Main-Hess Seniors Centre.

7. Appointments to and Terminations from Permanent Positions with the Corporation to 1989 January 6.

FIRE CHIEF

8. Status and future plans for Mountain Fire Stations (no copy - presentation to be given by the Fire Chief)

INFORMATION ITEMS (NO ACTION REQUIRED)

9. Fire Chief - Proposed Changes - Mountain Emergency Fire Protection

10. Fire Chief - Tour of Hamilton Fire Department Facilities

11. Fire Chief - Fire Chief's Advisory Committee on Visible Minorities and Women

12. Fire Chief - 1989 Convention - Associated Public-Saftey Communications Officers (A.P.C.O.)

13. Fire Chief - Use of redundant fire stations

14. Correspondence - Association of Municipalites of Ontario - Authority to establish severance pay provisions

15. Chief Administrative Officer - Communicable Diseases

16. Commissioner of Human Resources - Status Report - Recognized Smoking Cessation Program

17. City Solicitor - Report - 1989 Current Estimates

18. City Solicitor - City Litigation Files - Payment to Mackesy, Smye, Turnbull, Grilli and Jones for professional services - Fraser vs City - Account dated 1988 December 20 - Amount $2,653.25

19. City Treasurer - Budget Control Expenditures for eleven months ended 1988 November 30, compared with budget

20. Committee Secretary - List of Outstanding Committee Items

21. Other Business

22. Adjournment of Regular Session

IN CAMERA SESSION

A. Chairman's Remarks.

B. Staffing.

C. Minutes of the IN-CAMERA meeting held Wednesday, 1988 October 19th.

D. Update on Negotiations

E. Human Rights Matter

F. List of Outstanding IN-CAMERA Committee Items

G. Other IN-CAMERA Business

H. Adjournment of IN-CAMERA Session

2.

Wednesday, 1988 November 23
9:00 o'clock a.m.
Room 233, City Hall

The Personnel Committee met.

There were present:
Alderman M. Kiss, Chairman
Alderman R. Wheeler, Vice-Chairman
Alderman D. Christopherson
Alderman B. Hinkley
Alderman W. McCulloch
Alderman D. Ross

Regrets:
Mayor R. Morrow, civic business
Alderman J. Smith, civic business
Alderman H. Merling, vacation

Also Present:
Mr. L. Sage, Chief Administrative Officer
Deputy Chief Fitzpatrick, Fire Department
Mr. R. Joyce, Fire Department
Mrs. D. Jones, Human Resources Department
Mr. T. Critelli, Human Resources Department
Mrs. S. K. Reeder, Secretary

Minutes - 1988 October 19

The Committee approved the Minutes of their meeting held Wednesday 1988 October 19.

Firefighters Report

The Committee was in receipt of an information report from the Secretary of the Personnel Committee dated 1988 November 18 respecting the following reports:

(a) AMO Report - "A proposed model of collective bargaining and required amendments for the Fire Department Act" 1987 January"

(b) Fire Fighters Report - "How the Provincial Federation of Ontario Firefighters looks at proposed amendments to the Fire Department's Act"

The information report advised that these two reports had been mentioned at the recent City Council meeting and the Human Resources Department have advised that they will be presenting a report on this matter to the 1939 January meeting of the Personnel Committee.

Report back from Chief Saltmarsh

The Chairman indicated that Chief Saltmarsh would be attending a conference in Ottawa on this matter and the Committee agreed that the Chief should bring back a report on this matter in regard to his meeting in Ottawa.

The Committee then RECEIVED this information report.

1989 - 1993 Capital Budget - Fire Department

The Committee was in receipt of a report from Fire Chief Saltmarsh dated 1988 November 15 respecting the proposed 1989-1993 Capital Budget. The Committee approved the following:

"(That the 1989-1993 Capital Budget of the Hamilton Fire Department be approved and forwarded to the Treasurer for consideration in the proposed 1989-1993 Capital Budget for the following projects:

(a) Fire Station - Upper Sherman and Fennell Avenue area - Land Acquisition

(b) Fire Station - Upper Sherman and Fennell Avenue area - Construction

(c) Fire Station - Stonechurch Road and Upper Wellington area - Construction

The Committee discussed the matter of what will happen to the two existing stations on Upper Gage at Queensdale and on Upper Wentworth at Mohawk once a new fire station is built. The Committee also discussed the feasibility of building facilities which would house more than one operation i.e. Police, Fire Recreation.

Report back from Chief Saltmarsh

The Committee agreed that a request be made of the Fire Chief on how the above noted fire stations will be used after the new station is built and on the possibility of building stations in the future which house more than one organization.

Purchase of Fire Department Uniform Clothing

The Committee was in receipt of a report from the Manager of Purchasing dated 1988 November 8 respecting the purchase of Fire Department uniform clothing, 1989. The Committee approved the following:

"That a purchase order be issued to Firth Bros. Ltd. and Martin and Levesque (1983) Inc., Hamilton for the supply and delivery of Fire Department Uniform Clothing as and when required during 1989 in accordance with specificiations issued by the Manager of Purchasing and Vendor's tender, as follows:

-Senior Officer Tunic	$114.75
-Junior Officer Tunic	111.75
-Male Tunic	111.75
-Male Trousers	33.25
-Male Raincoat	86.90
-Male Parka	64.50
-Female Slacks	33.90
-Female Skirt	33.90
-Female Raincoat	86.90
-Female Parka	64.50

Provincial sales tax extra at 8%

Note: Lowest acceptable of three (3) tenders received. Funds provided in Unifo.ms, Clothing and Accessories Account No. 0341-0429.

As measurements are to take place in Hamilton during mid-November, the above has been processed through the emergency procedures of the City of Hamilton Purchasing Policy, that states "An order can be placed upon approval of two of the following: the Mayor, an appropriate Committee Chairman, the C.A.O. and that any action taken under this provision to be reported to the next regular meeting of City Council".

Temporary Position Buyer/MSA Analyst

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 November 23 respecting the temporary position of Buyer/MSA Analyst.

The Committee approved the following:

"That the temporary position of Buyer/MSA Analyst be placed in the Non-Union pay grade of "N" effective July 17, 1988 to April 30, 1989."

Manager of Administration - Public Works

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 November 23 respecting the Manager of Administration-Public Works.

The Committee approved the following:

"That the position of Claims Co-ordinator be retitled and reclassified to Manager of Administration, Public Works and placed in the Non-Union pay grade of "J" effective August 8, 1988."

Dry Cleaning and Laundering Fire Department Uniforms

The Committee was in receipt of an added report from the Manager of Purchasing dated 1988 November 16 respecting dry cleaning and laundering Fire Department uniforms and uniform shirts, 1989 and 1990 and 1991.

The Committee approved the following:

"That a purchase order be issued to Langley Parisian Limited, Hamilton to Dry Clean and Launder Fire Department Uniform Clothing as and when required during 1989, 1990 and 1991 in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, as follows:

	1989	1990	1991
-Uniform Tunic	$1.60	$1.72	$1.85
-Uniform Trousers	1.50	1.65	1.75
-Raincoat	3.30	3.45	3.55
-Nylon Parka	3.30	3.45	3.55
-Uniform Female Slacks	1.50	1.65	1.75
-Uniform Skirts	1.50	1.65	1.75
-Uniform Shirts	.65	.80	.90

Provincial sales tax extra at 8%

NOTE: Lowest of four (4) tenders received. Funds provided in Cleaning Uniforms Account No. 0341-0125 and 0341-0425."

Curator - Hamilton Museum of Steam and Technology

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 November 23 respecting the Curator position at the Hamilton Museum of Steam and Technology.

Considerable discussion ensued on this matter and the job responsibilities included in this position.

The Committee agreed to table this item and request that the Director of Culture and Recreation and the Manager of Heritage Services attend the next meeting of the Personnel Committee to discuss the applications which have been received for this position. The Committee also indicated that the Director of Public Works should be sitting in on the interviews for this position.

Agreement - Ontario Sheet Metal and Air Handling Group and the Sheet Metal Workers International Assn., Union Local 537

The Committee was in receipt of a recommendation from the Commissioner of Human Resources dated 1988 November 9 respecting an Agreement between the Ontario Sheet Metal and Air Handling Group and the Sheet Metal Workers International Association, Local Union 537.

The Committe approved the following:

> "That the Agreement between Ontario Steel Metal and Air Handling Group and Sheet Metal Workers International Association, Local 537 attached hereto as Schedule "B", BE APPROVED".

Agreement - Labour Relations Section, Ontario Industrial Roofing Contractors Assn. and Ontario Sheet Metal Workers and Roofers Conference of Sheet Metal Workers International Assn. Local 537

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988, November 9 respecting an agreement betweem the Labour Relations Section of the Ontario Industrial Roofing Contractors Association and the Ontario Sheet Metal Workers and Roofers Conference on the Sheet Metal Workers International Association, Local 537, Hamilton and Brantford, Ontario.

The Committee approved the following:

> "That the Agreement between the Labour Relations Section of the Ontario Industrial Roofing Contractors' Association and Ontario Sheet Metal Workers' and Roofers' Conference of the Sheet Metal Workers' International Association, Local 537, Hamilton and Brantford, Ontario attached hereto as Schedule "C", BE APPROVED."

Appointments and Terminations to 1988 November 9

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1988 November 23 respecting appointments to and terminations from permanent positions with the Corporation of the City of Hamilton to 1988 November 9.

The Committee approved the following:

> "That the Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to November 9, 1988, BE APPROVED."

Salary Determination - Waterfront Project Co-ordinator

The Committee was in receipt of an information report from the Commissioner of Human Resources dated 1988 November 23 respecting the salary determination of the Waterfront Project Coodinator.

It was indicated that a typing error should be corrected in the last line of the information report to change the word " revised" to "reviewed". The Commmittee then received this information report.

Adjournment

There being no further business, the meeting was then adjourned.

Taken as read and approved.

Alderman M. Kiss
Chairman
Personnel Committee

Susan K. Reeder
Secretary
1988 November 23
/wmr

Schedule "B"

Ontario Sheet Metal and Air Handling Group and Sheet Metal Workers International Association, Local Union 537

Duration of Agreement: May 1, 1988 - April 30, 1990

APPENDIX "A"
SHEETING & DECKING

Area 3 Hamilton-Brantford Section
Local Union No. 537

WAGE RATES

Classification	Effective Date	Hourly Rate	Vac Pay	Total Employer Contr.	Total Package
Sheeter/Decker	May 1/88	$21.64	10%	$2.30	$26.10
	Aug. 1/88	$21.18	10%	$2.80	$26.10
	May 1/89	$22.32	10%	$3.05	$27.60

Foreman Premium - $1.00 per hour

Sheeter/Decker Assistant	May 1/88	$20.16	10%	$2.30	$24.48
	Aug. 1/88	$19.71	10%	$2.80	$24.48
	May 1/89	$20.75	10%	$3.05	$25.88
Material Handler	May 1/88	$17.96	10%	$2.30	$22.06
	Aug. 1/88	$17.51	10%	$2.80	$22.06
	May 1/89	$18.43	10%	$3.05	$23.32
Probationary Employee	May 1/88	$10.11	10%	$2.30	$13.42
	Aug. 1/88	$9.65	10%	$2.80	$13.42
	May 1/89	$10.11	10%	$3.05	$14.17

SHIFT WORK PREMIUM

Journeyman: $2.84 per hour
Other Classifications: at appropriate percentages

IRREGULAR HOURS PREMIUM

Journeyman: $2.50 per hour
Other Classifications: at appropriate percentages

TRAVEL PER KM:

May 1/88 $0.23
May 1/89 $0.24

Schedule "C"

The Labour Relations Section of the Ontario Industrial Roofing Contractors' Association and Ontario Sheet Metal Workers' & Roofers' Conference of the Sheet Metal Workers' International Association, Local 537 Hamilton & Brantford, Ontario

Duration of Agreement: May 1, 1988 - April 30, 1990

Effective Date: May 1/88

Classification	Basic Rate	Foreman Premium	Vac. Pay	OSM Conf.	Sub Total	OIRCA	Total
Foreman	$21.48	$0.75	$2.22	$0.05	$24.50	$0.08	$24.58
Potman & Roofer	$20.91	———	$2.09	$0.05	$23.05	$0.08	$23.13
Material Handler	$19.12	———	$1.91	$0.05	$21.08	$0.08	$21.16
Material Handler (Sr. Prob.)	$15.24	———	$1.52	$0.05	$16.81	$0.08	$16.89
Material Handler (Jr. Prob.)	$13.51	———	$1.35	$0.05	$14.91	$0.08	$14.99

Foreman's Premium - $0.75 (calculated in above rates)
Pitch Premium - $1.00

It is further agreed that a Roofing Potman will be paid for his half-hour luch period providing it is necessary to perform any duties that he normally does during his regular day's work.

Vacation Pay - Method of Payment: Such payment shall include pay for vacation and holidays in the first week of July, the first week of December and on lay-off.

Effective Date: May 1, 1989

Classification	Basic Rate	Foreman Premium	Vac. Pay	OSM Conf.	Sub Total	OIRCA	Total
Foreman	$22.84	$1.00	$2.38	$0.05	$26.27	$0.08	$26.35
Potman & Roofer	$22.28	———	$2.22	$0.05	$24.55	$0.08	$24.63
Material Handler	$20.48	———	$2.05	$0.05	$22.58	$0.08	$22.66

Classification	Basic Rate	Foreman Premium	Vac. Pay	OSM Conf.	Sub Total	OIRCA	Total
Material Handler (Sr. Prob.)	$16.27	———	$1.62	$0.05	$17.94	$0.08	$18.02
Material Handler (Jr. Prob.)	$14.40	———	$1.44	$0.05	$15.89	$0.08	$15.97

Foreman's Premium - $1.00 (calculated in above rates)
Pitch Premium - $1.25

It is further agreed that a Roofing Potman will be paid for his half hour lunch period providing it is necessary to perform any duties that he normally does during his regular day's work.

Vacation Pay - Method of Payment:

Such payment shall include pay for vacation and holidays in the first week of July, the first week in December and on lay-off.

Travel Per KM:

May 1/88 $0.23
May 1/89 $0.25

3.

PERSONNEL COMMITTEE

SCHEDULE OF MEETINGS FOR 1989

Deadline for Reports*	Agenda Review Meetings **	Committee Meetings ***	Council Dates
January 17	January 18	January 25	January 31
February 10	February 13	February 22	February 28
March 10	March 13	March 22	March 28
April 7	April 10	April 19	April 25
May 12	May 15	May 24	May 30
June 9	June 12	June 21	June 27
July 7	July 10	July 19	July 25
August 11	August 14	August 23	August 29
September 8	September 11	September 20	September 26
October 13	October 16	October 25	October 31
November 10	November 13	November 22	November 28
November 24	November 27	December 6	December 12

* Reports must be submitted to the Secretary no later than 12:00 o'clock noon

** Agenda Review Meetings are held at 11:00 o'clock a.m., unless otherwise advised

*** Committee meetings are held at 9:30 o'clock a.m., unless otherwise advised.

CITY COUNCIL
HAMILTON, CANADA

Brian Hinkley
Alderman Ward 3

71 MAIN STREET WEST L8N 3T4 • (416) 526-2730 • RES. (416) 572-7500

4.

TO: Members, Personnel Committee

YOUR FILE:

FROM: Alderman B. Hinkley, Chairman
Personnel Committee

OUR FILE:
PHONE: 526-2730

SUBJECT: Budget Meeting

DATE: 1989 January 19

Please be advised that the regular February meeting of the Personnel Committee, will include a review of budgets.

The meeting will be held on:

Wednesday, 1989 February 22
9:30 o'clock a.m.
Room 233, City Hall

The Committee will deliberate on regular Agenda items at the beginning of the meeting, and at approximately 10:30 o'clock a.m., will move into budget deliberations.

Lunch will be served at 12:00 o'clock noon.

I have been advised that the Planning and Development Committee will be holding a Special Meeting on the same day commencing at 2:00 o'clock p.m. to review their budgets as it is anticipated that the Personnel Committee meeting will have concluded by that time.

SKR/mc

5.

Corporation of the City of Hamilton

Memorandum

****

TO: Mrs. C. Lowe
Commissioner of Human Resources

YOUR FILE:

FROM: Susan K. Reeder, Secretary
Planning and Development Committee

OUR FILE:
PHONE:

SUBJECT: Curator, The Hamilton Museum of Steam and Technology

DATE: 1989 January 18

The Personnel Committee at its meeting held Wednesday 1988 November 23 were in receipt of your report dated 1988 November 23 respecting the above noted matter.

At its meeting, general discussion ensued on the job responsibilities of this position and the qualifications necessary for the successful applicant for this position.

The Committee agreed that this matter be tabled and that the Director of Culture and Recreation and the Manager of Heritage Services be invited to attend the next meeting of the Personnel Committee in order that a discussion can ensue on the applications received for this position.

By copy of this letter, I am requesting that the Director of Culture and Recreation and the Manager of Heritage Services attend the next meeting of the Personnel Committee in order to advise the Committee of the status of this matter. I will place the recommendation from yourself back before the Committee with respect to the pay grade for this position.

As you are aware, the next meeting of the Personnel Committee will be held on Wednesday, 1989 January 25th.

Susan K. Reeder.

SKR/mc

cc - Alderman B. Hinkley, Chairman
Personnel Committee
- Mr. L. Sage
Chief Administrative Officer
- Miss A. Schimmel
Director of Culture and Recreation
- Mrs. M. Havelka
Manger of Heritage Services

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: C. A. Lowe
Commissioner of Human Resources

DATE: 1988 November 23
COMM FILE:
DEPT FILE:

SUBJECT: Curator, The Hamilton Museum of Steam and Technology

RECOMMENDATION:

That the above position be slotted in Non Union pay grade "M".

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*

Annual salary range of $32,604.00 to $38,364.56. Accommodated within existing budget.

BACKGROUND:

Evaluated by City's Job Evaluation Committee within the "M" point range. Evaluation is identical to existing Museum Curatorial positions of comparable size.

for C.A. Lowe

Tom Cuttell

6.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: C. A. Lowe
Commissioner of Human Resources

DATE: 1989 January 25
COMM FILE:
DEPT FILE: C-001-89

SUBJECT: Re-classification - Cashier/Receptionist
Main-Hess Seniors Centre

RECOMMENDATION: *That the above position's rate of pay be changed from $4.999 to $8.694 per hour effective October 31, 1988.*

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*

There are sufficient funds within the 1988 budget to provide for the retroactive wage increase. 1989 budget estimates will include the hourly rate increase.

BACKGROUND:

The job responsibilities have been expanded significantly. The recommended rate is consistent with other similar positions within Culture & Recreation.

Cheryl Lowe
C. A. Lowe

Don Cattell

FOR ACTION

7.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mrs. C. Lowe

Commissioner of Human Resources

DATE: *1989 January 06*

COMM FILE:
DEPT FILE: C-003-89

SUBJECT: Appointments to and Terminations from Permanent Positions with the Corporation to January 6, 1989.

RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: *(IF NONE. STATE N/A)*

N/A

BACKGROUND:

Cheryl Lowe
C.A. Lowe

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Evelyn Auchinvole	Stenographer IV (E-2)	City Solicitor's	replacing Ms. R. Blanchard - transferred	$339.51 to $365.75	$339.51 per week (1 of 3)	Dec. 19, 1988
Ms. Rae Blanchard	Typist Clerk II (E-2)	Public Works	replacing Ms. B. McKinlay - promoted	$339.51 to $365.75	$339.51 per week (1 of 3)	Dec. 19, 1988
Mr. Franco Calvise	Rink Attendant I (D-9)	Culture & Recreation	replacing Mr. E. Rodek - promoted	$12.192 to $12.392	$12.392 per hour (2 of 2)	Nov. 28, 1988
Mr. Ivan L. Carter	Assistant Manager, Property Maintenance (I)	Property	replacing Mr. D. Inglis - returned to former position	$45,102.20 to $53,144.52	$45,102.20 per anum (1 of 5)	Dec. 19, 1988
Ms. Juliet Chow	Clerk Typist I (E-3)	Treasury	replacing Ms. J. Collins - promoted	$361.95 to $391.04	$361.95 per week (1 of 3)	Aug. 31, 1988
Ms. Lorraine Clairmont	Typist Clerk II (E-2)	Building	replacing Ms. C. Thompson - resigned	$339.51 to $365.75	$339.51 per week (1 of 3)	Dec. 5, 1988
Mr. Vince DiPietro	Senior Property Officer/Appraiser	Property	replacing Mr. N. Li - resigned	$659.99 to $755.21	$693.17 per week (3 of 6)	Dec. 29, 1988
Mr. Alberto Filice	Foreman/Woman I (Districts) (11-C)	Public Works	replacing Mr. J. Buzit - promoted	$31,351.84 to $37,523.20	$37,523.20 per annum (3 of 3)	Nov. 28, 1988

Prepared 06 January 1989

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. William Janssen	General Manager, Municipal Non-Profit (Hamilton) Housing Corporation	Community Development	replacing Ms. R. Campbell - resigned	$43,145.96 to $50,862.24	$44,993.52 per annum (2 of 5)	Dec. 26, 1988
Ms. Linda J. Juchniewicz	Traffic Checker (B-3)	Traffic	replacing Mr. J. Manta - promoted	$407.68 to $451.95	$407.68 per week (1 of 4)	Dec. 05, 1988
Mr. Brian R. Keenan	Motor Mechanic Helper (D-9)	Central Garage (division of Public Works)	replacing Mr. C. Newell - promoted	$12.192 to $12.392	$12.192 per hour (1 of 2)	Dec. 12, 1988
Mr. Derrick J. Lariviere	Equipment Mechanic II (D-11)	Central Garage (division of Public Works)	replacing Mr. G. Kudlowich - promoted	$12.391 to $12.591	$12.391 per hour (1 of 2)	Dec. 05, 1988
Mr. Basil Maraj	Foreman/Woman II (Districts) (12-C)	Streets & Sanitation (division of Public Works)	replacing Mr. A. Filice - promoted	$28,976.48 to $34,604.96	$34,604.96 per annum (3 of 3)	Nov. 28, 1988
Ms. Deborah Marsh	Junior Payroll Clerk (A-5)	Treasury	replacing Ms. E. Maloney - resigned	$438.55 to $515.09	$438.55 per week (1 of 5)	Dec. 05, 1988
Ms. Carolyn Melia	Sales Executive (12)	Convention Centre (division of H.E.C.F.I.)	replacing Mr. S. Farrauto - promoted	$27,278.68	$27,278.68 per annum	Dec. 27, 1988
Ms. Donnna M. Morrison	Cleaner (C-1)	Property	replacing Ms. G. Goodman - retired	$8.533	$8.533 per hour	Dec. 05, 1988

Prepared 06 January 1989

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Tyrone Perry	Foreman/Woman III (Districts) (13-C)	Public Works	replacing Mr. R. Pyne - transferred	$27,837.68 to $31,969.90	$27,837.68 per annum (1 of 3)	Dec. 12, 1988
Mr. Robert G. Pyne	Foreman/Woman III (Districts) (13-C)	Public Works	replacing Mr. B. Maraj - promoted	$27,837.68 to $31,969.60	$29,903.64 per annum (2 of 3)	Nov. 28, 1988
Mr. Dean P. Reid	Traffic Serviceman/ Woman II (A-3)	Traffic	replacing Mr. D. Crabbe - promoted	$394.30 to $447.93	$394.30 per annum (1 of 4)	Nov. 21, 1988
Ms. Margot Smeenk	Traffic Design Engineer (K)	Traffic	replacing Mr. B. Malone - promoted	$38,038.00 to $44,776.16	$38,038.00 per annum (1 of 5)	Dec. 29, 1988
Mr. Steve B. Teal	Building Inspector (A-12)	Building	replacing Mr. B. Reilly - resigned	$588.12 to $689.97	$588.12 per week (1 of 5)	Nov. 28, 1988
Ms. Kim A. Turner	Junior Accounting Clerk (6)	Copps Coliseum (division of H.E.C.F.I.)	replacing Ms. P. Smith	$18,800.08	$18,800.08 per annum	Dec. 12, 1988

Prepared 06 January 1989

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Mr. George A. Bland	Firefighter	Fire	Retired	35 years	December 31, 1988
Mr. David W. Hildrop	Lieutenant	Fire	Retired	35 years, 7 months	November 30, 1988
Mr. Norman MacPherson	Captain	Fire	Retired	30 years, 6 months	December 31, 1988
Ms. Eileen Maloney	Junior Payroll Clerk	Treasury	Resigned	9 years, 4 months	December 02, 1988
Mr. Thomas McDade	Lieutenant	Fire	Retired	34 years, 3 months	November 30, 1988
Ms. Margaret Mogford	Booking Co-ordinator/ Secretary	Convention Centre (division of H.E.C.F.I.)	Resigned	1 year, 2 months	December 16, 1988
Mr. Wesley Smith	Truck Driver	Public Works	Retired	7 years, 2 months	December 02, 1988
Mr. William Taylor	Firefighter	Fire	Retired	30 years, 6 months	December 31, 1988
Mr. Steve J. Vanderveen	Probationary Firefighter	Fire	Terminated	6 weeks	November 30, 1988

Prepared 06 January 1989

FOR INFORMATION

9.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1989 January 11
COMM FILE:
DEPT FILE: 7.1.2(89)

SUBJECT: Proposed Changes - Mountain Emergency Fire Protection

BACKGROUND:
Hamilton's mountain emergency fire protection coverage will substantially improve with the implementation of the following Capital Budget submissions:

1. Construction of a Fire Station in the area of Upper Wellington and Stone Church Rd. East. in 1990, at an estimated cost of $1,400,000. A feasibility study, as part of the City's Strategic Plan, is being undertaken to investigate the possiblilty of expanding the use of this station to include building space to open up a satellite mountain office of the Fire Prevention Bureau or to include space for other civic departments, such as Building, who may find it practical to also have a mountain satellite office. There will be slightly increased costs if this concept is implemented.
   Land was purchased for this facility in 1987. Approvals for apparatus purchase have also been received.

2. Land to be purchased for a Fire Station in the area of Upper Sherman and Fennell Avenue is scheduled for 1991. A site will be recommended from three in the area that would meet our requirements. Construction of the Fire Station is also scheduled to start in 1991 and be completed in 1992.

   When completed, this station would amalgamate two existing stations that would become surplus to our needs. The fire station at Upper Gage and Queensdale Avenue that was opened in 1954 was originally a pumping station and the fire station at Upper Wentworth and Mohawk Road East, opened in 1961, is currently shared with Regional Health Services.

L. Saltmarsh

10.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1989 January 10
COMM FILE:
DEPT FILE: 7.1.2(89)

SUBJECT: Tour of Hamilton Fire Department Facilities

BACKGROUND:
I wish to extend an invitation to members of the Personnel Committee to take part in a tour of our fire stations and facilities at a time that would be convenient to most members.

L G Saltmarsh

FOR INFORMATION

11.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1989 January 11
COMM FILE:
DEPT FILE: 1.3.14

SUBJECT: Fire Chief's Advisory Committee on Visible Minorities and Women

BACKGROUND:
I am forwarding a copy of the Report of the Fire Chief's Advisory Committee on Visible Minorities and Women as a result of direction received from the Personnel Committee on October 19, 1988. This report discusses attracting visible minorities for firefighter recruitment.

The Hamilton Fire Department, in cooperation with the Human Resources Centre will be preparing recruitment material to illustrate our desire for a cultural mix of career firefighters. To this end, the 1989 budget includes an amount of $20,000. to finance the preparation of this information.

Communicators will be provided to effect an outreach program that will disburse the information to visible minority groups.

It should be noted that this material would be implemented with recruitment programs commencing in 1991.

L. G. Saltmarsh

Human
Resources
Centre

1988 December 09

Chief L. G. Saltmarsh
Hamilton Fire Department

Dear Chief Saltmarsh:

Re: Report of the "Fire Chief's Advisory Committee"

The Fire Chief's Advisory Committee is pleased to report that they have completed the tasks set out for them. A copy of the report is attached hereto.

The Committee would welcome the opportunity to discuss the content of the report with you and answer any questions you may have.

Please let me know if you would like a meeting set up.

Yours truly,

Doreen Jones (Mrs.)
Manager of Personnel Services

DJ/vb
attach.

cc: B. Delisser
G. Desjarlais

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH AND THE CORPORATION OF THE CITY OF HAMILTON
25 Main Street West, 19th Floor
Hamilton, Ontario
Telephone (416) 526-4462
Mailing Address:
P.O. Box 40, Station A
Hamilton, Ontario L8N 3A2
Fax No. (416) 526-2650

December 8, 1988

REPORT OF THE FIRE CHIEF'S ADVISORY COMMITTEE

SUBJECT: FIREFIGHTER RECRUITMENT--ATTRACTING VISIBLE MINORITIES

MANDATE OF COMMITTEE

Research programs and practices used by "like-organizations" in an effort to ascertain whether or not the City of Hamilton should entertain similar programs and practices to attract visible minorities and women to the Firefighting Profession.

Make suggestions for future programs & initiatives, based on the findings of the Committee and the needs of the City of Hamilton.

FINDINGS

As a result of the directive made by the Chief, the committee met with representatives of the

Hamilton Wentworth Police Department
Metro Toronto Police Department
Toronto Fire Department
Ministry of Solicitor General re Ontario Provincial Police
Royal Canadian Mounted Police

in an effort to determine the extent of their commitment to the hiring of visible minorities and women and what steps they have taken in the way of outreach

The Committee feels, as a result of the many meetings and discussions, that

1. the City of Hamilton should become more proactive in attracting visible minorities and women to the Firefighting Profession.

2. the Hamilton Fire Department should more reflect the current cultural mix of the community, and,

3. the prime ingredient for success in attracting visible minorities and women to the Firefighting profession, is education and dissemination of information

(continued)

SUGGESTIONS

General

1. Commitment must be from the top (City Council & the Fire Chief) and must be communicated down through the ranks.

2. That commitment must be communicated to visible minorities and women.

3. The Fire Department must communicate to the visible minorities that they are welcome in the Community.

   (a) Any program used by the Fire Department, whether it be a recruitment program or not, should portray the acceptance of visible minorities and women.

   (b) All printed materials produced for public relations, home inspections etc., should reflect the cultural mix of the community, i.e. Posters, Home Inspection Pamphlets, Video Presentations. (They should be printed in several languages)

   (c) The work force must become knowledgeable as to the cultural mix of our community and be sensitive to their cultural perceptions and values by becoming involved with all ethnic groups.

      (i) Meet with their leaders

      (ii) Attend their functions to get information out that the Fire Department is interested in them.

      (iii) Invite groups to attend the simulated fire and rescue complex for firefighter career information sessions

Recruiting

1. Ensure that the Employment Equity Policy and Programs are adhered to.

   (a) There must be an ongoing review of all procedures and practices to ensure equity.

   (b) There must be an ongoing review of the testing and the applicant process to ensure elimination of cultural and gender bias.

2. There should be an overall objective of improving the number of members of the target groups without compromising the necessary standards.

(continued)

3. Any Outreach Programs such as those described in this report must be communicated to the current work force well ahead of time to facilitate acceptance. e.g. newsletters, in-service training, information sessions.

4. These programs are long term.

   (a) Once the first members of target groups are hired, it requires an ongoing commitment on behalf of the current work force to ensure that the new recruits are assimilated into the service, perhaps using a buddy system-(Officer-Coach/recruit)

   (b) Ensure that everyone is aware that the full impact of programs such as these do not happen overnight. It is an ongoing process which will take several years and requires nurturing and monitoring.

<u>Outreach</u>

1. Ensure that the accepted standards are communicated to everyone.

   (a) Recruiting materials, whether they be in the form of pamphlets, advertisements or other media, should include the requirements for the positions and also suggestions on how one might prepare to meet the accepted standards e.g. courses, fitness upgrading etc.

   (b) A Recruiting Pamphlet should be prepared for distribution at any, and all, events possible, including Home Inspection Visits. Pamphlet should have a colour photograph which is representative of an easily identifiable cultural mix including women, using realistic role models. (They should be printed in several languages)

2. Advertisement should be placed with sufficient lead time to ensure that applicants have time to obtain qualification documentation, or to upgrade themselves physically.

3. Encourage Local media to participate in the recruiting program, or at least get the information out to the public re the Fire Departments willingness the accept applications from visible minorities and women.

4. The position of Firefighter has to be sold as an attractive profession

   (a) Information Sessions for cultural groups

(continued)

(b) Fire Prevention Presentations in schools should include reference to, or inclusion of, materials on Firefighting as a profession

(c) Meet with visible minority parents in an effort to persuade them that Firefighting is an acceptable profession for their children.

5. Meet with Guidance Counsellors

(a) encourage their support and request that Fire be included in any Career Day presentations

(b) enlist their assistance in developing and distributing an information package - "A Career in Firefighting" giving details on what a career as a Firefighter could mean to them and what the requirements for the position are.

(c) encourage them to channel students toward courses which would prepare them for the requirements of a firefighter.

6. Attend "English as a Second Language" classes to advertise Firefighting as something they can work toward.

7. Establish a Recruiting Team, made up of Firefighters and Human Resource Staff to establish dialogue with the visible minority groups

8. Access potential applicants using the following:

(a) Ethnic Stores - Distribute pamphlets

(b) Ethnic Newspapers

(i) Articles on the Fire Service
(ii) Advertisements

(c) Attend Ethnic Functions

(i) Information Booth at Canada Day Celebrations at Gage Park.

(ii) Presentation Dinners

(d) Ethnic Media

(i) Talk Shows

(ii) Advertisements

(e) Preparation of an Information Video which should be representative of an easily identifiable cultural mix

(continued)

including women, using realistic role models, for presentations to Groups, Students etc.

(f) Joint Presentations with Hamilton-Wentworth Police at Group Meetings, Public Schools, High Schools, Colleges etc. The Police Department is quite receptive to this idea.

(g) Take part in Trade shows, Home Shows, Women's World Show, etc.

9. Institute a Tracking System - to be used at all stages of the hiring process, including promotions

10. Talk to Mohawk College re a training course for prospective firefighters

FINANCIAL IMPLICATIONS

1. (a) Fire Department Staff Time

(b) Human Resource Staff Time

2. Cost of printing Posters, pamphlets, newsletters

3. Cost of preparing video

4. Training

5. Information Sessions - materials, travel

Suggestions for Funding Assistance or Alternatives

1. Access Grant Programs for funding

Ministry of Citizenship & Immigration
Women's Directorate
Ministry of Municipal Affairs
Ministry of Indian Affairs
Secretary of State
Ministry of Cultural Affairs

2. Access Community businesses for assistance in cost of printing, media time, advertising, preparation of video.

3. Make use of Firefighting staff who are eligible for the Temporary Modified work program.

4. Encourage Members of the Race Relations Committee to become involved the advertising of any programs we are initiating.

(continued)

5. Economic Development - use their advertising expertise and contacts.

In summary, the findings of the Committee indicate that there must be an effort by the Fire Department to

(a) increase awareness,

(b) ensure that standards are made known, and

(c) ensure equity by a continued review of policies, procedures and testing.

Respectfully submitted,

Doreen Jones
Chairman,
Fire Chief's Advisory Committee

cc Bill Delliser, Member
Fire Chief's Advisory Committee

Gilbert Desjarlais, Member
Fire Chief's Advisory Committee

FOR INFORMATION

12.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1988 December 15
COMM FILE:
DEPT FILE:

SUBJECT: 1989 Convention - Associated Public-Safety Communications Officers (A.P.C.O.)

BACKGROUND:
Hamilton Fire Department Communications Officer C. F. Wilson has advised me that he has made preliminary inquiries for the City of Hamilton be considered as a possible site for the above convention to be held in the fall of 1989.

It is anticipated that no direct cost will be borne by the Fire Department budget. The following is being provided for your information.

The first convention of the Canadian Regional Chapter, the only chapter authorized outside of the United States, was held in Don Mills in 1988. There were 330 registered individuals made up of delegates, vendors and non member communicators wishing to find out more about A.P.C.O. Canada.

Previous to the formation of the Canadian Regional Chapter of A.P.C.O., interested Canadians were allowed to be associate, non voting delegates at National Conferences. The charter was presented to the Canadian President, Mr. Gerry Lutley (R.C.M.P.) in August, 1988 at the national convention in Little Rock, Arkansas. The Canadian Regional Chapter now fully represents the interests of Canadian Public Safety concerns and receives total support from the parent organization.

A.P.C.O. USA has developed and strengthened to achieve first refusal of frequency assignments in the United States and has identified and reserved blocks of radio frequencies for public safety allocation.

Committees have been formed by the Canadian Regional Chapter to respond to the issues of Spectrum Management, Communicator training, 911, and specification standards for radio equipment being produced by major suppliers to meet public safety market needs.

L.G. Saltmarsh

DEC 8

13.

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1988 December 7
COMM FILE:
DEPT FILE: 7.1.1.89

SUBJECT: Use of redundant fire stations

BACKGROUND:

The following information was received from the Property Department, Real Estate Division concerning the questions raised at the Personnel Committee meeting held Wednesday, November 23, 1988.

The future use of the two existing stations on Upper Gage at Queensdale and Upper Wentworth at Mohawk would be recommended by the Property Department after advertising, first to City and Regional departments to determine if they might have use of the properties. If no reply is received through this advertising, the property would be offered for sale on the open real estate market (excluding Upper Wentworth at Mohawk as the Regional Department of Health Services occupy a portion of this building). This process would begin when a date is known that the two stations would be vacated.

The possibility of buildings in the future, being built to accommodate several organizations i.e. Police, Fire, Recreation etc. was also discussed.

Two of our existing facilities presently house more than a fire station. The Kenilworth station combines Fire and Police while the Upper Wentworth and Mohawk Rd fire station also houses a branch of the Regional Department of Health Services.

Property on Upper Wellington St. (north of Stone Church Rd.) was purchased in 1987 for a fire station. The Real Estate Division is aware that the Fire Department will require approximately 1 acre for our facility. This parcel of land is approximately 2 acres in size. The excess land might be utilized for other organizations.

The physical combination of a fire station with another department or organization in one building might be coordinated through an overview of the Capital Budget procedure. Where a combination of municipal and regional departments in one building is possible, liaison would be required at the City and Regional Capital Budget process.

AMO
Association of Municipalities of Ontario
Suite 805 • 100 University Avenue, Toronto, Ontario M5J 1V6 • Telephone 593-1441

14.

MEMORANDUM

TO: The Clerks of all Large Urban Municipalities

RE: Authority to Establish Severance Pay Provisions

DATE: January 5, 1989

Please find attached a letter dated July 14, 1988 from the Honourable John Eakins, Minister of Municipal Affairs to Mr. C. Rodrigo, Clerk of the City of York.

The letter advises that municipal councils may establish severance pay provisions as a type of remuneration under the Municipal Act, Section 238.

Seeing as the Municipal Act is silent with respect to "severance pay" itself, the Executive Committee of the Large Urban Section of AMO felt that this information may be of use to your municipality.

Mike Bradley

Mike Bradley
Chairman
Large Urban Section of AMO

Ontario

RECEIVED

JUL 18 10 33 AM '88

CITY OF YORK
CLERK'S DEPARTMENT

COUNCIL
8th Aug.88
Item H10

Office of the Minister
Bureau du ministre

Ministry of Municipal Affairs
Ministère des Affaires municipales

17th floor
777 Bay Street
Toronto, Ontario
M5G 2E5
(416)585-7000

777, rue Bay
17e étage
Toronto (Ontario)
M5G 2E5
(416)585-7000

July 14, 1988

Mr. C. Rodrigo
City Clerk
The Corporation of the
City of York
2700 Eglinton Avenue West
City of York, Ontario
M6M 1V1

Dear Mr. Rodrigo:

Thank you for your recent letter advising me of your Council's support of the resolution by the Council of the Municipality of Metropolitan Toronto regarding severance pay for municipal council members.

As you may know, the Municipal Act is silent in regards to severance pay. However, a municipal council does have authority, under section 238 of the Act, to provide councillors with remuneration, in a manner which it sees fit. Different amounts may be paid to different members of council. Municipal councils who wish to provide severance pay could use this legislative authority to benefit their members.

Thank you for writing. I trust my comments clarify the matter for your Council.

Yours sincerely,

John Eakins
Minister
M.P.P., Victoria-Haliburton

FOR INFORMATION

15.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. Lou Sage
Chief Administrative Officer

DATE: 1989 January 10
COMM FILE:
DEPT FILE: C-004-89

SUBJECT: Communicable Diseases

BACKGROUND:

On June 17, 1988 a recommendation was forwarded to the Personnel Committee by Fire Chief L. G. Saltmarsh (copy attached). The committee referred the report to the Chief Administrative Officer for comment.

Staff corresponded with the Medical Officer of Health, Dr. A. I. Cunningham who is supportive of offering the inoculations and they further corresponded with other municipalities and found that a significant number are involved in inoculation programs.

Hepatitis B injections are presently covered by the City of Hamilton Health Care Plan, therefore, it is our intention to inform all Fire Fighters who require such inoculations to contact their family physician and take the necessary steps to receive the treatment.

On that basis, Chief Saltmarsh has agreed to withdraw his report of 1988 June 17 as the matter has been dealt with administratively.

attachment

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1988 June 17
COMM FILE:
DEPT FILE: 1.3.14

SUBJECT: COMMUNICABLE DISEASES

RECOMMENDATION:

(a) That all fire suppression staff be offered inoculations against the communicable disease Hepatitis B, at an estimated cost of $60,000.

(b) That the Finance Committee be requested to recommend a method of financing this expenditure.

L. G. Saltmarsh

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

Approximately $140.00 per employee, initially; 426 employees = $60,000.00
Booster shots are required every 5 years.

BACKGROUND

Hamilton Fire Department attendance at medical emergencies is on the increase due to a recent change in the dispatch protocol of the local ambulance service. This change, designed by medical authorities to take greater advantage of the paramedic system, results in one ambulance unit responding to a life threatening medical emergency instead of the previous 2 units. To support this response pattern, the Hamilton Fire Department is being called out at a greater rate than in past. Consequently, firefighters are more frequently exposed to communicable diseases. Under the Occupational Health and Safety Act, the employer must "take every precaution reasonable in the circumstances for the protection of a worker". The Ontario Ministry of Health offers this protection to all ambulance and paramedic staff in the Province and the same protection should be available to all fire fighters, as well, since they now have such a high level of exposure. The Hamilton Professional Fire Fighters Association, through this Department's Joint Health and Safety Committee, have recommended that inoculations be made available.
Because of the increased risk, I urge the Committee to move immediately on this matter. However, I suggest that the Committee consider a resolution to be forwarded for adoption by City Council and all other councils ofmunicipalities in Ontario calling for the Ontario Government to assume the cost of inoculations against Hepatitis B for all fire fighters throughout the Province of Ontario.

16.

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mrs. C. Lowe
Commissioner of Human Resources

DATE: 1988 November 25
COMM FILE:
DEPT FILE: C-069-88

SUBJECT: Status Report Recognized Smoking Cessation Program

BACKGROUND:

The above named program endorsed by Personnel Committee June 7, 1988 and passed by City Council June 28, 1988, states that the City of Hamilton provide encouragement for employees to enroll in a recognized smoking cessation program and this take the form of a one-time financial incentive up to a maximum of $250.00 per family unit payable upon completion of the program.

For the information of the Committee, Departments have had no requests for the one-time financial incentive for the period June 28, 1988 to November 25, 1988.

RC/hn

Cheryl Lowe
C. A. Lowe

17.

Corporation of the City of Hamilton

Memorandum

****

TO: Members, Personnel Committee

YOUR FILE:

FROM: Mrs. Susan K. Reeder, Secretary
Personnel Committee

OUR FILE:
PHONE:

SUBJECT: Report - City Solicitor - 1989 Current Estimates

DATE: 1989 January 19

Attached herewith is a report from the City Solicitor dated 1989 January 11th, respecting the 1989 Current Estimates for his Department.

The Chairman, in discussing this Report with the City Solicitor, has directed that this material be placed on the Agenda for information, in order that it can be RECEIVED AND REFERRED to the 1989 February 22nd Budget Meeting.

Susan K. Reeder.

SKR/mc

Corporation of the City of Hamilton

Memorandum

****

TO: Alderman B. Hinkley, Chairman
Personnel Committee

YOUR FILE:

FROM: Mr. K. A. Rouff
City Solicitor

OUR FILE: 400-2./89-1
PHONE: 526-4634

SUBJECT: 1989 Current Estimates

DATE: January 11, 1989

Further to our meeting on January 5, 1989 and in accordance with your request, please find copies of the estimate for the 1989 Departmental Budget. This memo is copied to Mr. Sage (C.A.O.) and Mr. Matthews (City Treasurer) as they have both dealt with the preliminary budget estimates. In this regard, Mr. Sage and Mr. Matthews, by memo dated December 19, 1988 indicated that the 1989 Expenditure Estimates have been summarized on a preliminary basis and that the: "...preliminary increase in the 1989 tax rate for the City has been projected at about 14%. This amount is unacceptably high."

Messrs. Sage and Matthews then went on to state that this figure must be reduced by reducing increases in expenditure estimates for 1989 to approximately 7%.

In their final paragraph they requested all Department Heads to:

1. examine our estimates for areas that could be reduced or eliminated to achieve a maximum 7% increase;

2. prepare documentation to explain:

   (a) our budgets and

   (b) the consequences of reductions.

A. REDUCTIONS:

Our department <u>cannot</u> withstand any reductions in any of the items included in our 1989 preliminary budget for the following reasons:

1. The budget was prepared on the basis of anticipated, general budget ceilings (the imposition of budget ceilings is borne out by Mr. Sage's statement that the Finance Committee now requires a single digit tax increase) and does not in any way reflect the reality of our situation.

2. In this regard, I have, for years, been advising Mr. Sage, the City Treasurer and the Personnel Committee that our department is seriously understaffed and generally underfunded with particular regard to salaries, equipment and furnishings. A tour of the department will confirm this.

3. The budget, as prepared, shows the bare minimum of what is required in order to maintain the current level of service we provide.

4. The services we are providing are the best possible under the circumstances. This requires constantly changing priorities to strike a delicate balance between responding to crises, major files and routine matters. As a result, some matters must be postponed from time to time.

5. The delicate balance we have been able to achieve will be upset if:

   (a) 1989 demands for our services exceed those of 1988;

   (b) any budget items are decreased; or

   (c) additional major projects are initiated by the City without appropriate staffing, equipment, etc.

6. Further, in the last 14 months or so, 4 lawyers (P. Eker, D. Vickers, S. Light and P. Shen) retired or resigned, along with several experienced legal secretaries. Those terminations necessitated considerable adjustments of work assignments along with recruitment of Messrs. P. Barkwell, B. Loreto and W. Hubar. (Note that one of the 4 departing lawyers has not yet been replaced, since Mr. Eker arranged to eliminate his own position, effective on his retirement a year ago. The unprecedented turnover of personnel in this Department during the past year has created some backlogs of work which we are addressing.)

7. You will note that the cost of having City litigation files farmed out to local law firms (Ross & McBride and Mackesy, Smye, Turnbull & Grilli) is estimated to consume approximately $300,000 in 1989. (Please note that this

figure does not include the cost of our staff monitoring, reviewing, instructing and paying accounts in respect of files handled by outside firms). This outside handling was a decision made by the previous Council, about a year ago.

That $300,000 should not be included in this department's budget, since the outside retention of local firms to do litigation represents a Council policy decision, rather than something we originated. Inclusion of the $300,000 for outside litigation increases our budget by 35.19%. Removal of this amount from this department's budget brings the overall increase down to 10.87% and proves that it is more cost effective to provide in-house legal services.

B. REQUIREMENTS:

1. In order merely to maintain the current level of services, this department requires immediately:

(a) an additional solicitor and legal secretary to re-establish full strength; (the legal secretary was inadvertently omitted from my original 1989 budget. However, I would confirm my further memo to the Treasury Department to include this).

(b) office renovations to accommodate above persons - space is a pressing problem;

(c) updated filing system, i.e. computerization, proper file cabinets and a destruction of records by-law, to permit removal of obsolete, unnecessary files otherwise required to be kept forever, together with a paper shredder for disposal of same in accordance with Law Society guidelines;

(d) dictaphone sets for all lawyers and computers for all legal secretaries;

(e) a legal assistant/law clerk. This person would provide similar assistance to lawyers as would a law student and would be able to take over some of the organizational, administrative and clerical duties the solicitors and their secretaries are now necessarily performing. This would increase the effectiveness of the department.

In this regard, if the legal assistant could be hired, we would not need a second articling law student until 1990. (At present, we have approval to hire 2 articling law students, but have not been able to hire any for the last few years, probably on account of the compensation the City offers being rather low).

The above represents the minimum additional staff and equipment we need to maintain a decent level of service, as presently provided.

How can a municipal solicitor without even such basic lawyer equipment as a dictaphone effectively represent the City, compared to a private lawyer utilizing the latest technology, such as FAX, QUIC-Law, etc., etc.

Over the years, we have been denied such vital office equipment as word processors and computers. On one occasion, when we were attempting to hire a secretary, that action was countermanded by the Treasurer, on the basis that we had (finally) got a word processor (which however, does not operate itself) so no new secretary was needed, he said. Fortunately, an Alderman (now no longer on Council) intervened. Indeed, a former member of your Committee made the following remarks as recently as the Council meeting on August 31, 1988 respecting our requirements:

"I was shocked to learn the department has only 4 word processors. How can they do a professional job without equipment? There are other things to look at also."

Accordingly, we repeat that in order for the City to benefit from maximum efficiency of your immediately available, in-house legal department, it is necessary for the above minimum needs to be satisfied without delay.

With regard to the 3-year plan and staffing requirements (Item 13, 14th Report of the Finance Committee, Council meeting of September 27, 1988), we anticipate that the following will be needed next year:

1. continuation and completion of replacement of file storage systems;

2. increased computerization, especially re legal research;

3. continuation and completion of office renovations (e.g. increased office space, secretarial workstations, etc.);

4. a second articling law student; and

5. if any new major projects are instituted, a review of staffing, equipment and space requirements as necessary.

C. CONCLUSION:

In summary, our department has been able to maintain a delicate balance and continue to service the City through selective prioritization of files, constant revision of duties and basic perseverance of staff. However, due to chronic underfunding (resulting in office, staffing and equipment deficiencies), that balance can no longer be maintained without immediate approval of the items listed in Part B, above and will certainly be upset if demands for our services increase in 1989, budget cuts are imposed or any new major duties are assigned to our department.

K. A. Rouff
City Solicitor

KAR:sr

c.c. Members of the Personnel Committee
Attn: Mrs. S. K. Reeder, Secretary

c.c. Chairman and Members
Finance Committee
Attn: Mr. J. D. Thompson, Secretary

c.c. Mr. L. Sage, Chief Administrative Officer

c.c. Mr. E. C. Matthews
City Treasurer

City of Hamilton
Treasury

CHECKLIST FOR 1989 CURRENT BUDGET SUBMISSION TO TREASURY

Department City Solicitor's Date January 1989

Contact J. Davis Ext. 4635

~~Enclosed is~~ The following material relative to our 1989 Budget submission as indicated below has been forwarded to you:

MATERIAL	INCLUDED	NOT REQUIRED	COMMENTS
Form 1 Worksheets	X		
Form 2 Summary of 1989 Salary and Wage Requirements	X		
Copy of Salary/Wage and Benefit Projection Report	X		
1989 Employee Benefit Detailed Analysis by Section	X		
Form 3 1989 Proposed Additional Positions	X		
Form 4 1989 Replacement or Additional Equipment	X		
Form 5 Schedule of Conventions and Conferences	X		
Form 6 Service/Program Packages	X		2 packages
Introductory Form	X		
Transmittal Letter to your Standing Committee Secretary	X		

Mrs Davis, R.X.O
P.H.

Mr. K. A. Rouff
City Solicitor

Corporation of the City of Hamilton

Memorandum

****

TO: ALL DEPARTMENT HEADS
AND MANAGERS OF LOCAL BOARDS

RECEIVED
DEC 20 1988
LEGAL DEPARTMENT
THE CORPORATION OF
THE CITY OF HAMILTON

FROM: Lou Sage
Mr. E. C. Matthews

OUR FILE: 300-0001

SUBJECT: 1989 Current Estimates

DATE: 1988 December 19

We have just completed a review with each of you of your 1989 current estimates.

Because of the previous years capping of the City tax increase at 4.5%, no restrictions were placed on this year's preliminary budget submission as to the amount of percentage increase which might be reasonable for 1989.

It was felt that the pressure for increased service demands should be articulated and brought forward for discussion during the initial budget review stage. However, the 1989 expenditure estimates have now been summarized on a preliminary basis, the revenues have been deducted and a preliminary increase in the 1989 tax rate for the City has been projected at about 14%. This amount is unacceptably high.

The Finance Committee was made aware of these preliminary estimates and responded that a single digit tax increase must be presented.

In order to bring the mill rate increase down to what may be acceptable, say 9.5%, we have to reduce expenditures or increase revenue estimates by about $4 million. Since much of the revenue is relatively fixed, it appears that the majority of adjustments would be from expenditures. This translates to an increase in expenditure estimates in 1989 of approximately 7% over 1988.

At the Management Committee meeting there were three (3) options on presenting these estimates to Committees and achieving a more reasonable tax increase:

- The first is to simply come in at a 14% increase and let each Standing Committee decide on how and how much to reduce.

- The second option is to reduce the estimates at the staff level and present an acceptable budget in such a manner that the recommended service levels and the programs that can and cannot be accomplished are clear and complete.

- Present all budget requirements to a Committee of the Whole meeting with the Management Team in order to judge inter-departmental priorities and overall expenditures increases as they relate to increases in level of service.

Since we opted for a meeting of Council/Management Team in January we will be presenting a macro budget with clearly spelled out options for Council's consideration.

Accordingly, the following important 1989 meeting dates must be diarized and the time set aside as follows:

1) Friday, January 13, 1989 @ 9:00 am to 12 noon
Management Team to decide on the approach to present to the Finance Committee/City Council (by invitation):

2) Thursday, January 19, 1989 @ 2:00 pm Council/Management Team

3) Tuesday, January 24, 1989 @ 2:00 pm to 4:00 pm Room 233
Regular Finance Committee meeting.

Conclusion

It is now obvious that increases in level of service without regard to budget limitations together with inflationary pressures beyond the national average CPI increases of 4.2% has resulted in estimates at more than three times the inflation level. The artificial reduction of the 1988 Budget to 4.5% has resulted in the need to catch up as inflation continues at a higher level in the Golden Horseshoe (Toronto is 5.9%). We should be aiming to adjust expenditures and service levels to result in overall Regional School and City tax rates at double inflation. This would mean City expenditure limits of 7% in 1989.

Therefore, there is an immediate need for each of you to examine your estimates for areas that could be reduced or eliminated to achieve a maximum 7% increase and to prepare documentation to explain your budget and the consequences of reductions in preparation for our upcoming meeting with City Council which will precede any meetings with Standing Committees.
Your co-operation is appreciated.

1989 CURRENT ESTIMATES

INTRODUCTORY FORM
REV. 08/88

AMENDED - STATEMENT OF PURPOSE AND STAFFING

FOR THE City Solicitor's (DEPT./LOCAL BOARD)

1. PURPOSE/OBJECTIVES

To provide legal services in respect of -

(1) Special high priority complex projects

(2) Committee attendance and demands

(3) Litigation - Courts and Administrative Tribunals

(4) Real Estate

(5) Legislation and By-laws

(6) Capital Works

(7) Agreements and Contracts

(8) Planning and Development

(9) City Council policy and objectives

2. PROJECTED MAJOR PROGRAM/ORGANIZATIONAL CHANGES DURING THE PERIOD 1989-1991

Implementing word processing stations for each Stenographer

Office renovations including more office space, carpeting and new furniture, etc. etc.

3. STAFFING (FTE'S) (NUMBER OF VACANCIES INCLUDED IN "PERMANENT" POSITIONS BELOW IS ____)

	PERMANENT			TEMPORARY			TOTAL		
	Present 1988	Projected 1989	Incr. + Decr. -	Present 1988	Projected 1989	Incr. + Decr. -	Present 1988	Projected 1989	Incr. + Dec. -
Salary	24	29	+3	2	2	-	26	29	+3
Wage									
	24	29	+3	2	2	-	26	29	+3

NOTE: PLEASE SEE REVERSE SIDE FOR SUGGESTIONS ON COMPLETING THIS FORM

1989 CURRENT BUDGET ESTIMATES

AMENDED - SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. DEPT./LOCAL BOARD City Solicitor's

2. ACCOUNT NO.(S) 0325-0101/03/93

3. CONSIDERATIONS: (A) AMOUNT $ 70,440

(B) EFFECTIVE DATE May 1, 1989

(C) INCLUDED [X] OR NOT INCLUDED [ ] IN ESTIMATES

(D) AFFECTS CURRENT [ ] AND/OR EXPANSION [X] LEVEL OF SERVICE

4. PACKAGE DESCRIPTION

	Solicitor IV	Law Clerk	Stenographer I
Salary	24,302.95	18,899.65	14,320
Benefits	4,374.53	3,401.94	3,700
Memberships	1,450.00	-	-

5. WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS PACKAGE?
(IF NOT INCLUDED IN ESTIMATES, EXPLAIN BENEFITS IF THIS PACKAGE IS FUNDED)

(1) Decrease in productivity due to increased demands and workload

(2) Inability to service existing workload due to periodic complex projects

(3) Response time delay could affect implementation of Council decisions

(4) Efficiency reduced

(5) Personal burdens experienced by staff lawyers

6. DOES THIS PACKAGE AFFECT OTHER DEPTS./BOARDS? IF SO, HOW?

Yes. Legal services delayed

7. ARE THERE ALTERNATIVE METHODS OF PROVIDING OR ACHIEVING THE SERVICE AS DESCRIBED ABOVE. IF SO, HOW?

No. Farming out legal work involves prohibitive costs, absence of central and immediate availability of legal services on demand.

8. PACKAGE RANKING BY - DEPT./BOARD: 1 OF 2

- COMMITTEE : _____ OF _____

CITY OF HAMILTON

FORM 6
REV. 08/88

1989 CURRENT BUDGET ESTIMATES

SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. DEPT./LOCAL BOARD City Solicitor's

2. ACCOUNT NO.(S) 0325-0171

3. CONSIDERATIONS: (A) AMOUNT $ 1,300.

(B) EFFECTIVE DATE May 1989

(C) INCLUDED [x] OR NOT INCLUDED [ ] IN ESTIMATES

(D) AFFECTS CURRENT [ ] AND/OR EXPANSION [X] LEVEL OF SERVICE

4. PACKAGE DESCRIPTION - Office Equipment

Display Panel Kit - $1,300. delivered - required for annual Open House presentation

5. WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS PACKAGE?
(IF NOT INCLUDED IN ESTIMATES, EXPLAIN BENEFITS IF THIS PACKAGE IS FUNDED)

Department unable to make effective presentation

6. DOES THIS PACKAGE AFFECT OTHER DEPTS./BOARDS? IF SO, HOW?

Department looks like poor relation when compared with Fire Department, Recreation Department, City Clerk's Department and Hamilton and Scourge.

7. ARE THERE ALTERNATIVE METHODS OF PROVIDING OR ACHIEVING THE SERVICE AS DESCRIBED ABOVE. IF SO, HOW?

It will provide the Department with a facility consistent with the wishes of the Corporation

8. PACKAGE RANKING BY - DEPT./BOARD: 2 OF 2

- COMMITTEE : _____ OF _____

CITY SOLICITOR

1989 BUDGET WORKSHEET - FORM NO. 1

ACCOUNT DEPT	ACCOUNT CODE (1)	DESCRIPTION (2)	PROJECTED 1988 ACTUAL (3)	1988 ESTIMATE (4)	ADJUSTMENT TO 1988 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1989 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJUSTMENT INCREASE+ DECREASE- (9)	1989 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1988 ESTIMATE AMOUNT (10-4) (11)	PERCENT (11/4) (12)
0315		CITY SOLICITOR										
	01	ADMINISTRATION										
	1	SALARIES AND WAGES		889,190	41,630+	32,580	57,520	1020,920		1020,920	131,730+	14.8+
	2	TEMPORARY HELP-OUTSIDE AGENCIES		3,000				3,000		3,000		
	3	EMPLOYEE BENEFITS		147,330	3,760+	8,310	11,470	170,870		170,870	23,540+	16.0+
	11	TELEPHONES		160				160		160		
	16	POSTAGE		3,000				3,000		3,000		
	21	OFFICE SUPPLIES AND STATIONERY		7,320		180		7,500		7,500	180+	2.5+
	24	BOOKS AND LIBRARY EXPENSES		16,000		500		16,500		16,500	500+	3.1+
	31	REPAIRS AND MAINTENANCE-EQUIPMENT		2,200		300		2,500		2,500	300+	13.6+
	*	PROVISION FOR SERVICING AND REPLACEMENT OF CALCULATORS		120				120		120		
	56	CONSULTANTS' FEES		100,000	275,000+			375,000		375,000	275,000+	275.0+
	71	OFFICE EQUIPMENT		310	10-		1,300	1,600		1,600	1,290+	416.1+
	81	RENTAL-CAR POOL		500				500		500		
	83	RENTAL-OFFICE EQUIPMENT		5,500				5,500		5,500		
	91	TRAVELLING		4,500	500+			5,000		5,000	500+	11.1+
	93	MEMBERSHIPS AND SUBSCRIPTIONS		13,720	350-		1,450	14,820		14,820	1,100+	8.0+
	94	TRAINING COURSES		600	100-			500		500	100-	16.7-
	*	ACTIVITY TOTALS		1193,450	320,430+	41,870	71,740	1627,490		1627,490	434,040+	36.4+

1989 BUDGET WORKSHEET - FORM NO. 1

ACCOUNT DEPT (1)	ACCOUNT CODE OBJECT (1)	DESCRIPTION (2)	PROJECTED 1988 ACTUAL (3)	1988 ESTIMATE (4)	ADJUSTMENT TO 1988 ESTIMATE INCREASE+ DECREASE- (5)	INFLA-TIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1989 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJUSTMENT INCREASE+ DECREASE- (9)	1989 RESULTANT APPROPRIA-TION (8+9) (10)	INCREASE + DECREASE - OVER 1988 ESTIMATE AMOUNT (10-4) (11)	PERCENT (11/4) (12)
0325		CITY SOLICITOR										
	77	DISBURSEMENTS RE: HEARINGS ETC.										
		AUTHORIZED COST		40,000				40,000		40,000		
		ACTIVITY TOTALS		40,000				40,000		40,000		
		TOTAL BUDGET REQUEST	1,233,450		320,430+	41,870	71,740	1,667,490		1,667,490	434,040+	35.2+

TREASURY

SUMMARY OF 1989 SALARY AND WAGE REQUIREMENTS

DEPARTMENT/LOCAL BOARD City Solicitor's

DATE November 1988

1. 1989 ESTIMATE, INCLUDING ANNIVERSARY INCREASES, PER COMPUTER LISTING, AS ADJUSTED IF NECESSARY $ 883,543.14

2. ADD:

A. VACANT POSITIONS

SECTION	TITLE OF POSITION	JOB CLASS	PRESENT SALARY AND WAGE BI-WEEKLY	PRESENT SALARY AND WAGE TOTAL	NO. OF VACANCIES	
0325-0101	Articled Student		950.00		2	$ 49,400.00

B. TEMPORARY POSITIONS

SECTION	TITLE OF POSITION	JOB CLASS	BI-WEEKLY SALARY	NO. OF WEEKS REQUIRED	NO. OF VACANCIES	
						$

STATE REASON REQUIRED:

C.

EXTRA PAY	SEC.	AMOUNT	SEC.	AMOUNT	SEC.	AMOUNT	SEC.	AMOUNT	SEC.	AMOUNT	SEC.	AMOUNT	
- SHIFT DIFFERENTIAL													$
- STATUTORY HOLIDAYS													$
- OVERTIME PAY													$

D. VACATION PAY FOR RETIRING OR TERMINATING EMPLOYEES $ 30,450.00

E. ADDITIONAL AMOUNT REQUIRED FOR REPLACEMENT OF EMPLOYEES ON PAID SICK LEAVE $

3. ADD:

PROPOSED ADDITIONAL POSITIONS (EXPANSION SERVICE LEVEL)
TOTAL AMOUNT REQUIRED AS PER DETAILS ON FORM NO. 3 43,202.00

TOTAL 1989 SALARY AND WAGE REQUIREMENTS $ 1,006,595.14

1,006,600.00

PERMANENT EMPLOYEES — THE CORPORATION OF THE CITY OF HAMILTON — PPBEST02

DEPT-25 CITY SOLICITOR

SALARY ESTIMATES FOR 1989
(BASED ON SALARYS AS AT OCT 11, 1988)

RUN DATE OCT 11, 1988

EMPLOYEE NUMBER	NAME	SCHD	INC QTR	PCN CO	UNION CODE	PRESENT BIWEEK	JAN 1, 1989 BIWEEK	JAN 1, 1989 PAYS	UNION INCREASE DATE	UNION INCREASE BIWEEK	UNION INCREASE PAYS	ANNIVERSARY INCREASE DATE	ANNIVERSARY INCREASE BIWEEK	ANNIVERSARY INCREASE PAYS	TOTAL
SECTION-01 ADMINISTRATION															
05068	PA BARKWELL	L		M	A	1396.12	1396.12	26.0	JAN 1	48.86	26.0	FEB 1	60.58	24.0	39,023.40
07312	A BIRO	A9		M	1	1249.64	1249.64	26.0	FEB 1	43.74	24.0	MAX			33,540.40
09348	D CHAMBERS	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
20623	J DAVIS	N		M	A	1320.88	1320.88	26.0	JAN 1	46.24	26.0	JAN 1	56.24	26.0	37,007.36
24110	C ECKENRATH	E2		M	1	731.50	731.50	26.0	FEB 1	25.60	24.0	MAX			19,633.40
26175	LE FARR	L		M	A	1454.64	1454.64	26.0	JAN 1	50.92	26.0	DEC 1	64.88	2.0	39,274.32
39162	PR HOOKER	F		M	A	2449.48	2449.48	26.0	JAN 1	85.74	26.0	MAX			65,915.72
45710	HC KING	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
48640	L LAWRENCE	L		M	A	1454.64	1454.64	26.0	JAN 1	50.92	26.0	OCT 1	64.88	7.0	39,598.72
51277	BJ LORETO	J		M	A	1659.46	1659.46	26.0	JAN 1	58.08	26.0	MAY 1	73.54	18.0	45,979.76
61745	E DAVIS	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
68780	M MUIR	E5		M	1	813.74	813.74	26.0	FEB 1	28.48	24.0	JUL 1	32.60	13.0	22,264.56
71290	DA POWERS	F		M	A	2449.48	2449.48	26.0	JAN 1	85.74	26.0	MAX			65,915.72
73406	MU RENNIE	A5		M	1	877.10	877.10	26.0	FEB 1	30.70	24.0	FEB 1	26.12	24.0	24,168.28
74230	ST RILEY	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
76325	RC ROSZELL	H		M	A	2123.44	2123.44	26.0	JAN 1	74.32	26.0	MAX			57,141.76
76370	KA ROUFF	B		M	D	3465.22	3465.22	26.0	JAN 1	121.28	26.0	MAX			93,249.00
78805	JA SEKI	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
79338	L BROWN	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
79450	CL SHEPHERD	E5		M	1	813.74	813.74	26.0	FEB 1	28.48	24.0	MAY 1	32.60	18.0	22,427.56
83545	R SPAGNUOLO	E5		M	1	813.74	813.74	26.0	FEB 1	28.48	24.0	AUG 1	32.60	11.0	22,199.36
83875	AK SPRIGGS	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
	SECTION TOTAL														~~799,234.12~~
	DEPARTMENT TOTALS														799,234.12
40212	RJ BLANCHARD	E2				679.02	679.02	26.0	FEB 1	23.77	24.0	OCT 1			18,393.30
40212	WJ HUBAR	F		M	A	2449.48	2449.48	26.0	JAN 1	85.74	26.0	MAX			65,915.72
	DEPARTMENT TOTAL														883,543.14
															883,543.14

City of Hamilton
Treasury

AMENDED - 1989 Employee Benefit Detailed Analysis
by Departmental Section

Department City Solicitor's Prepared by KB/JD

Section

Benefits	1988 Estimate	1989 Estimate	+/- Difference $	%
Income Protection Plan (04)				
Permanent	18,660	19,927.66		
Temporary				
Pensions (05)				
Permanent	63,750	67,722.67		
Temporary				
Unemployment Ins. (07)				
Permanent	19,450	20,685.81		
Temporary				
Medical (08)				
Permanent	37,260	41,119.20		
Temporary				
Group Life (10)				
Permanent	8,210	9,940.14		
Temporary				
		159,395.48		
Add benefits for additional staff) ------		11,470		
Totals	147,330 *	170,870 *	23,540+	

* To be transferred to account no. 0325 - 01 03

Comments:

TREASURY

AMENDED -- 1989 PROPOSED ADDITIONAL POSITIONS
(EXPANSION SERVICE LEVEL)

FI NO. 5

City Solicitor's
DEPARTMENT/LOCAL BOARD

November 1988
DATE

DESCRIPTION OF POSITION	GROUP CLASSI-FICATION	NUMBER OF EMPLOYEES	WEEKLY SALARY	ANTICI-PATED DATE OF APPOINT-MENT	REASON FOR PROPOSED POSITION	AMOUNT REQUIRED FOR 1989
Solicitor IV	L	1	694.37	May 1	35 Weeks plus benefits (18%)	24,301.05 4,374.59
Law Clerk	A-9	1	539.99	May 1	35 weeks plus benefits (18%)	18,899.65 3,401.94
Stenographer I	E5	1	406.87	May 1	Benefits	14,320. 3,700.

CITY OF HAMILTON
TREASURY

FORM NO. 4

1989 REPLACEMENT OR ADDITIONAL EQUIPMENT

DATE November 1988

FOR THE DEPARTMENT/LOCAL BOARD City Solicitor's

SECTION A

REPLACEMENT OF MOTORIZED EQUIPMENT - SEE REVERSE SIDE FOR DEFINITION

(DO NOT INCLUDE IN YOUR 1989 ESTIMATES AS THIS WILL BE FORWARDED BY TREASURY TO THE DEPRECIATION COMMITTEE AND, IF APPROVED, FUNDED FROM THE "RESERVE FOR MOTORIZED EQUIPMENT")

DESCRIPTION	REASON FOR REPLACEMENT	AGE OF EQUIPMENT BEING REPLACED	AMOUNT
4 Dictaphones (Distating) Desk Model	To replace old equipment - inoperable - Already returned to the		$ 3,840.00
4 Transcribers	Purchasing Department		3,840.00
	TOTAL - TO BE FUNDED FROM "RESERVE FOR MOTORIZED EQUIPMENT"		$ 7,680.00

SECTION B

ADDITIONAL EQUIPMENT OR REPLACEMENT OF OTHER EQUIPMENT

(INCLUDE IN YOUR 1989 ESTIMATES - ALL OTHER EQUIPMENT NOT INCLUDED IN THE DEFINITION OF "MOTORIZED EQUIPMENT", AND ADDITIONAL MOBILE EQUIPMENT)

ACCOUNT NUMBER	EQUIPMENT DESCRIPTION	REASON THIS EQUIPMENT REQUIRED	EXPECTED USEFUL LIFE	EXPANSION
0325-0171	Stak-on-Steel Drawers	To hold excess files	50+	$ 300.00
	Panel Display Kit	For Open House Display		1,300.00
		TOTAL - CARRY FORWARD TO 1989 BUDGET WORKSHEET		$ 1,600.00

NOTE: DO NOT INCLUDE ON THIS FORM REPLACEMENT OF MOBILE EQUIPMENT.
THIS REQUIREMENT SHOULD BE SUBMITTED SEPARATELY TO THE DEPRECIATION COMMITTEE.

1989 SCHEDULE OF CONVENTIONS AND CONFERENCES

City Solicitor's
DEPARTMENT/ LOCAL BOARD

November 1988
DATE

NAME OF EVENT	PLACE TO BE HELD	DATES OF EVENT	PROPOSED TO ATTEND (NAME AND POSITION)	ESTIMATED COST
Meetings in Toronto with Provincial Officials, Legislature, Senior Counsel and attending Court actions in Supreme Court, Divisional Court and Court of Appeal	Toronto		Solicitors	1,500.00
Law Society Special Lectures, Legal Seminars and Monthly Meetings of the Ontario Bar - Municipal Section	Toronto		Solicitors	1,500.00
Canadian Bar Association Annual Meeting	Vancouver	August	City Solicitor	2,000.00
			TOTAL OBJECT 91 - "TRAVELLING"	5,000.00

18.

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: K.A. Rouff
City Solicitor

DATE: 1989 January 6
COMM FILE:
DEPT FILE: 400-2.27
100-12.2

SUBJECT: City Litigation Files -
Payment to Mackesy, Smye, Turnbull, Grilli & Jones
for professional services - Fraser vs City
Account dated December 20, 1988
Amount: $2,653.25

BACKGROUND:

At its meeting on August 24, 1988, the Committee requested that it be kept informed of all amounts paid to Ross & McBride (and Mackesy, Smy Turbull, Grilli & Jones). In this regard, we would advise as follows

1. The City has received an Account from Mackesy, Smye in the amour of $2,653.25 made up of $2,500.00 for fees and $153.25 for disbursements. This Account has been processed for payment;

2. The following is a summary of the amounts paid to Mackesy, Smye 1988 to date:

Amount paid to Mackesy, Smye in 1988 prior to this Account		$ 125.00	
Amount for this Dec.20/88 Account - (Fees)	$2,500.00		
(Disb.)	$ 153.25	$ 2,653.25	
TOTAL AMOUNT PAID TO MACKESY, SMYE IN 1988 TO DATE		$ 2,778.25	
3. TOTAL AMOUNT PAID TO ROSS & McBRIDE IN 1988 TO DATE		$129,761.96	
4. TOTAL AMOUNT PAID TO ROSS & McBRIDE AND TO MACKESY, SMYE TO DATE			$132,540.

KAR:ead

K.A. Rouff
City Solicitor

c.c. Mr. E.C. Matthews, City Treasurer

19.

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. E. C. Matthews
Treasurer

DATE: 1988 December 14
COMM FILE:
DEPT FILE:

SUBJECT: BUDGET CONTROL EXPENDITURES FOR ELEVEN MONTHS ENDED NOVEMBER 30, 1988, COMPARED WITH BUDGET

BACKGROUND:

For your information I have enclosed a summary of expenditures for the period ended November 30, 1988, for the areas under your authority. This statement compares the current percentage of actual to budget with the previous year's percentage. The statement also includes Treasury Department comments. Total expenditures for 1988 are comparable to 1987 89.3% to 89.1%.

Encl.

CITY OF HAMILTON
TREASURY

FINANCIAL REPORT OF CURRENT ESTIMATES FOR THE PERSONNEL COMMITTEE
FOR THE PERIOD ENDED NOVEMBER 30, 1988

DESCRIPTION (1)	APPROVED BUDGET (2)	OUTSTANDING COMMITMENTS (3)	EXPENDITURES TODATE (4)	TOTAL (5)	PERCENT EXPENDED CURR YR (6)	PERCENT EXPENDED PREV YR (7)	BALANCE (8)
CITY SOLICITORS	1,233,450	0	1,068,193	1,068,193	86.6	91.2	165,257
HUMAN RESOURCES	1,462,660		1,340,768	1,340,768	91.7	90.9	121,892
FIRE	24,950,040	47,786	22,227,232	22,275,018	89.3	88.9	2,675,022
	27,646,150	47,786	24,636,193	24,683,979	89.3	89.1	2,962,171

TREASURY COMMENTS: The amounts and percentages shown above are consistent with the normal operations of the departments on a basis comparative to that of the prior year. Note the percentage comparisons in columns (6) and (7).

20.

LIST OF OUTSTANDING COMMITTEE ITEMS

PERSONNEL COMMITTEE

ITEM	ORIGINAL DATE	ACTION	STATUS
Inoculations - Communicable Diseases - Fire Dept.	1988 June 22	C.A.O.	Pending Report
Establishing Procedure for Exit Interviews	1988 June 22	Commissioner of Human Resources	Pending Report
Child Care for Regional and City Employees	1988 September 21	Commissioner of Human Resources	Pending Report
Visible Minorities - Fire Department	1988 October 19	Fire Chief	Pending Report
Firefighters Report	1988 November 23	Fire Chief and Commissioner of Human Resources	Pending Report
Re-use of Redundant Fire Stations	1988 November 23	Fire Chief	Pending Report
Curator, Steam Museum	1988 November 23	Director of Culture and Recreation	TABLED To be discussed at a future meeting
Review and presentation to Committee of Department Policies and Procedures	1988 December 20 (Chairman)	Commissioner of Human Resources	Pending Report
		Fire Chief	Pending Report
		City Solicitor	Pending Report

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 January 25

NOTICE OF SPECIAL MEETING

Personnel Committee
Thursday, 1989 January 26th
1:00 o'clock p.m.
Room 233, City Hall

Susan K. Reeder
Secretary

SKR:mc

NOTE:

Due to the loss of a quorum at the regular meeting held on Wednesday, 1989 January 25, the Personnel Committee agreed to hold an additional meeting to deliberate on the balance of the agenda.

The following listing outlines those items remaining:

INFORMATION ITEMS (NO ACTION REQUIRED)

12. Fire Chief - 1989 Convention - Associated Public-Safety Communications Officers (A.P.C.O.)

13. Fire Chief - Use of redundant fire stations

14. Correspondence - Association of Municipalities of Ontario - Authority to establish severance pay provisions

15. Chief Administrative Officer - Communicable Diseases

16. Commissioner of Human Resources - Status Report - Recognized Smoking Cessation Program

17. City Solicitor - Report - 1989 Current Estimates

18. City Solicitor - City Litigation Files - Payment to Mackesy, Smye, Turnbull, Grilli and Jones for professional services - Fraser vs City - Account dated 1988 December 20 - Amount $2,653.25

19. City Treasurer - Budget Control Expenditures for eleven months ended 1988 November 30, compared with budget

20. Committee Secretary - List of Outstanding Committee Items

21. Other Business

22. Adjournment of Regular Session

IN CAMERA SESSION

A. Chairman's Remarks

B. Staffing

C. Minutes of the IN-CAMERA meeting held Wednesday, 1988 October 19th

D. Update on Negotiations

E. Human Rights Matter

F. List of Outstanding IN-CAMERA Committee Items

G. Other IN-CAMERA Business

H. Adjournment of IN-CAMERA Session

FOR INFORMATION

12.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1988 December 15
COMM FILE:
DEPT FILE:

SUBJECT: 1989 Convention - Associated Public-Safety Communications Officers (A.P.C.O.)

BACKGROUND:
Hamilton Fire Department Communications Officer C. F. Wilson has advised me that he has made preliminary inquiries for the City of Hamilton be considered as a possible site for the above convention to be held in the fall of 1989.

It is anticipated that no direct cost will be borne by the Fire Department budget. The following is being provided for your information.

The first convention of the Canadian Regional Chapter, the only chapter authorized outside of the United States, was held in Don Mills in 1988. There were 330 registered individuals made up of delegates. vendors and non member communicators wishing to find out more about A.P.C.O. Canada.

Previous to the formation of the Canadian Regional Chapter of A.P.C.O., interested Canadians were allowed to be associate, non voting delegates at National Conferences. The charter was presented to the Canadian President, Mr. Gerry Lutley (R.C.M.P.) in August, 1988 at the national convention in Little Rock, Arkansas. The Canadian Regional Chapter now fully represents the interests of Canadian Public Safety concerns and receives total support from the parent organization.

A.P.C.O. USA has developed and strengthened to achieve first refusal of frequency assignments in the United States and has identified and reserved blocks of radio frequencies for public safety allocation.

Committees have been formed by the Canadian Regional Chapter to respond to the issues of Spectrum Management, Communicator training, 911, and specification standards for radio equipment being produced by major suppliers to meet public safety market needs.

L. G. Saltmarsh

DEC 8

13.

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1988 December 7
COMM FILE:
DEPT FILE: 7.1.1.89

SUBJECT: Use of redundant fire stations

BACKGROUND:

The following information was received from the Property Department, Real Estate Division concerning the questions raised at the Personnel Committee meeting held Wednesday, November 23, 1988.

The future use of the two existing stations on Upper Gage at Queensdale and Upper Wentworth at Mohawk would be recommended by the Property Department after advertising, first to City and Regional departments to determine if they might have use of the properties. If no reply is received through this advertising, the property would be offered for sale on the open real estate market (excluding Upper Wentworth at Mohawk as the Regional Department of Health Services occupy a portion of this building). This process would begin when a date is known that the two stations would be vacated.

The possibility of buildings in the future, being built to accommodate several organizations i.e. Police, Fire, Recreation etc. was also discussed.

Two of our existing facilities presently house more than a fire station. The Kenilworth station combines Fire and Police while the Upper Wentworth and Mohawk Rd fire station also houses a branch of the Regional Department of Health Services.

Property on Upper Wellington St. (north of Stone Church Rd.) was purchased in 1987 for a fire station. The Real Estate Division is aware that the Fire Department will require approximately 1 acre for our facility. This parcel of land is approximately 2 acres in size. The excess land might be utilized for other organizations.

The physical combination of a fire station with another department or organization in one building might be coordinated through an overview of the Capital Budget procedure. Where a combination of municipal and regional departments in one building is possible, liaison would be required at the City and Regional Capital Budget process.

AMO
Association of Municipalities of Ontario
Suite 805 • 100 University Avenue, Toronto, Ontario M5J 1V6 • Telephone 593-1441

14.

MEMORANDUM

TO: The Clerks of all Large Urban Municipalities

RE: Authority to Establish Severance Pay Provisions

DATE: January 5, 1989

Please find attached a letter dated July 14, 1988 from the Honourable John Eakins, Minister of Municipal Affairs to Mr. C. Rodrigo, Clerk of the City of York.

The letter advises that municipal councils may establish severance pay provisions as a type of remuneration under the Municipal Act, Section 238.

Seeing as the Municipal Act is silent with respect to "severance pay" itself, the Executive Committee of the Large Urban Section of AMO felt that this information may be of use to your municipality.

Mike Bradley

Mike Bradley
Chairman
Large Urban Section of AMO

Ontario

Office of the Minister
Bureau du ministre

Ministry of Municipal Affairs
Ministère des Affaires municipales

17th floor
777 Bay Street
Toronto, Ontario
M5G 2E5
(416)585-7000

777, rue Bay
17e étage
Toronto (Ontario)
M5G 2E5
(416)585-7000

July 14, 1988

Mr. C. Rodrigo
City Clerk
The Corporation of the
City of York
2700 Eglinton Avenue West
City of York, Ontario
M6M 1V1

Dear Mr. Rodrigo:

Thank you for your recent letter advising me of your Council's support of the resolution by the Council of the Municipality of Metropolitan Toronto regarding severance pay for municipal council members.

As you may know, the Municipal Act is silent in regards to severance pay. However, a municipal council does have authority, under section 238 of the Act, to provide councillors with remuneration, in a manner which it sees fit. Different amounts may be paid to different members of council. Municipal councils who wish to provide severance pay could use this legislative authority to benefit their members.

Thank you for writing. I trust my comments clarify the matter for your Council.

Yours sincerely,

John Eakins
Minister
M.P.P., Victoria-Haliburton

FOR INFORMATION

15.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. Lou Sage
Chief Administrative Officer

DATE: 1989 January 10
COMM FILE:
DEPT FILE: C-004-89

SUBJECT: Communicable Diseases

BACKGROUND:

On June 17, 1988 a recommendation was forwarded to the Personnel Committee by Fire Chief L. G. Saltmarsh (copy attached). The committee referred the report to the Chief Administrative Officer for comment.

Staff corresponded with the Medical Officer of Health, Dr. A. I. Cunningham who is supportive of offering the inoculations and they further corresponded with other municipalities and found that a significant number are involved in inoculation programs.

Hepatitis B injections are presently covered by the City of Hamilton Health Care Plan, therefore, it is our intention to inform all Fire Fighters who require such inoculations to contact their family physician and take the necessary steps to receive the treatment.

On that basis, Chief Saltmarsh has agreed to withdraw his report of 1988 June 17 as the matter has been dealt with administratively.

attachment

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1988 June 17
COMM FILE:
DEPT FILE: 1.3.14

SUBJECT: COMMUNICABLE DISEASES

RECOMMENDATION:

(a) That all fire suppression staff be offered inoculations against the communicable disease Hepatitis B, at an estimated cost of $60,000.

(b) That the Finance Committee be requested to recommend a method of financing this expenditure.

L. G. Saltmarsh

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

Approximately $140.00 per employee, initially; 426 employees = $60,000.00
Booster shots are required every 5 years.

BACKGROUND

Hamilton Fire Department attendance at medical emergencies is on the increase due to a recent change in the dispatch protocol of the local ambulance service. This change, designed by medical authorities to take greater advantage of the paramedic system, results in one ambulance unit responding to a life threatening medical emergency instead of the previous 2 units. To support this response pattern, the Hamilton Fire Department is being called out at a greater rate than in past. Consequently, firefighters are more frequently exposed to communicable diseases. Under the Occupational Health and Safety Act, the employer must "take every precaution reasonable in the circumstances for the protection of a worker". The Ontario Ministry of Health offers this protection to all ambulance and paramedic staff in the Province and the same protection should be available to all fire fighters, as well, since they now have such a high level of exposure. The Hamilton Professional Fire Fighters Association, through this Department's Joint Health and Safety Committee, have recommended that inoculations be made available.
Because of the increased risk, I urge the Committee to move immediately on this matter. However, I suggest that the Committee consider a resolution to be forwarded for adoption by City Council and all other councils ofmunicipalities in Ontario calling for the Ontario Government to assume the cost of inoculations against Hepatitis B for all fire fighters throughout the Province of Ontario.

16.

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mrs. C. Lowe
Commissioner of Human Resources

DATE: 1988 November 25
COMM FILE:
DEPT FILE: C-069-88

SUBJECT: Status Report Recognized Smoking Cessation Program

BACKGROUND:

The above named program endorsed by Personnel Committee June 7, 1988 and passed by City Council June 28, 1988, states that the City of Hamilton provide encouragement for employees to enroll in a recognized smoking cessation program and this take the form of a one-time financial incentive up to a maximum of $250.00 per family unit payable upon completion of the program.

For the information of the Committee, Departments have had no requests for the one-time financial incentive for the period June 28, 1988 to November 25, 1988.

RC/hn

Cheryl Lowe
C. A. Lowe

17.

Corporation of the City of Hamilton

Memorandum

****

TO: Members, Personnel Committee

YOUR FILE:

FROM: Mrs. Susan K. Reeder, Secretary
Personnel Committee

OUR FILE:
PHONE:

SUBJECT: Report - City Solicitor - 1989 Current Estimates

DATE: 1989 January 19

Attached herewith is a report from the City Solicitor dated 1989 January 11th, respecting the 1989 Current Estimates for his Department.

The Chairman, in discussing this Report with the City Solicitor, has directed that this material be placed on the Agenda for information, in order that it can be RECEIVED AND REFERRED to the 1989 February 22nd Budget Meeting.

Susan K. Reeder.

SKR/mc

Corporation of the City of Hamilton

Memorandum

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TO: Alderman B. Hinkley, Chairman
Personnel Committee

YOUR FILE:

FROM: Mr. K. A. Rouff
City Solicitor

OUR FILE: 400-2./89-1
PHONE: 526-4634

SUBJECT: 1989 Current Estimates

DATE: January 11, 1989

Further to our meeting on January 5, 1989 and in accordance with your request, please find copies of the estimate for the 1989 Departmental Budget. This memo is copied to Mr. Sage (C.A.O.) and Mr. Matthews (City Treasurer) as they have both dealt with the preliminary budget estimates. In this regard, Mr. Sage and Mr. Matthews, by memo dated December 19, 1988 indicated that the 1989 Expenditure Estimates have been summarized on a preliminary basis and that the: "...preliminary increase in the 1989 tax rate for the City has been projected at about 14%. This amount is unacceptably high."

Messrs. Sage and Matthews then went on to state that this figure must be reduced by reducing increases in expenditure estimates for 1989 to approximately 7%.

In their final paragraph they requested all Department Heads to:

1. examine our estimates for areas that could be reduced or eliminated to achieve a maximum 7% increase;

2. prepare documentation to explain:

   (a) our budgets and

   (b) the consequences of reductions.

A. **REDUCTIONS:**

Our department <u>cannot</u> withstand any reductions in any of the items included in our 1989 preliminary budget for the following reasons:

1. The budget was prepared on the basis of anticipated, general budget ceilings (the imposition of budget ceilings is borne out by Mr. Sage's statement that the Finance Committee now requires a single digit tax increase) and does not in any way reflect the reality of our situation.

2. In this regard, I have, for years, been advising Mr. Sage, the City Treasurer and the Personnel Committee that our department is seriously understaffed and generally underfunded with particular regard to salaries, equipment and furnishings. A tour of the department will confirm this.

3. The budget, as prepared, shows the bare minimum of what is required in order to maintain the current level of service we provide.

4. The services we are providing are the best possible under the circumstances. This requires constantly changing priorities to strike a delicate balance between responding to crises, major files and routine matters. As a result, some matters must be postponed from time to time.

5. The delicate balance we have been able to achieve will be upset if:

   (a) 1989 demands for our services exceed those of 1988;

   (b) any budget items are decreased; or

   (c) additional major projects are initiated by the City without appropriate staffing, equipment, etc.

6. Further, in the last 14 months or so, 4 lawyers (P. Eker, D. Vickers, S. Light and P. Shen) retired or resigned, along with several experienced legal secretaries. Those terminations necessitated considerable adjustments of work assignments along with recruitment of Messrs. P. Barkwell, B. Loreto and W. Hubar. (Note that one of the 4 departing lawyers has not yet been replaced, since Mr. Eker arranged to eliminate his own position, effective on his retirement a year ago. The unprecedented turnover of personnel in this Department during the past year has created some backlogs of work which we are addressing.)

7. You will note that the cost of having City litigation files farmed out to local law firms (Ross & McBride and Mackesy, Smye, Turnbull & Grilli) is estimated to consume approximately $300,000 in 1989. (Please note that this

figure does not include the cost of our staff monitoring, reviewing, instructing and paying accounts in respect of files handled by outside firms). This outside handling was a decision made by the previous Council, about a year ago.

That $300,000 should not be included in this department's budget, since the outside retention of local firms to do litigation represents a Council policy decision, rather than something we originated. Inclusion of the $300,000 for outside litigation increases our budget by 35.19%. Removal of this amount from this department's budget brings the overall increase down to 10.87% and proves that it is more cost effective to provide in-house legal services.

B. REQUIREMENTS:

1. In order merely to maintain the current level of services, this department requires immediately:

(a) an additional solicitor and legal secretary to re-establish full strength; (the legal secretary was inadvertently omitted from my original 1989 budget. However, I would confirm my further memo to the Treasury Department to include this).

(b) office renovations to accommodate above persons - space is a pressing problem;

(c) updated filing system, i.e. computerization, proper file cabinets and a destruction of records by-law, to permit removal of obsolete, unnecessary files otherwise required to be kept forever, together with a paper shredder for disposal of same in accordance with Law Society guidelines;

(d) dictaphone sets for all lawyers and computers for all legal secretaries;

(e) a legal assistant/law clerk. This person would provide similar assistance to lawyers as would a law student and would be able to take over some of the organizational, administrative and clerical duties the solicitors and their secretaries are now necessarily performing. This would increase the effectiveness of the department.

In this regard, if the legal assistant could be hired, we would not need a second articling law student until 1990. (At present, we have approval to hire 2 articling law students, but have not been able to hire any for the last few years, probably on account of the compensation the City offers being rather low).

The above represents the minimum additional staff and equipment we need to maintain a decent level of service, as presently provided.

How can a municipal solicitor without even such basic lawyer equipment as a dictaphone effectively represent the City, compared to a private lawyer utilizing the latest technology, such as FAX, QUIC-Law, etc., etc.

Over the years, we have been denied such vital office equipment as word processors and computers. On one occasion, when we were attempting to hire a secretary, that action was countermanded by the Treasurer, on the basis that we had (finally) got a word processor (which however, does not operate itself) so no new secretary was needed, he said. Fortunately, an Alderman (now no longer on Council) intervened. Indeed, a former member of your Committee made the following remarks as recently as the Council meeting on August 31, 1988 respecting our requirements:

"I was shocked to learn the department has only 4 word processors... How can they do a professional job without equipment? There are other things to look at also."

Accordingly, we repeat that in order for the City to benefit from maximum efficiency of your immediately available, in-house legal department, it is necessary for the above minimum needs to be satisfied without delay.

With regard to the 3-year plan and staffing requirements (Item 13, 14th Report of the Finance Committee, Council meeting of September 27, 1988), we anticipate that the following will be needed next year:

1. continuation and completion of replacement of file storage systems;

2. increased computerization, especially re legal research;

3. continuation and completion of office renovations (e.g. increased office space, secretarial workstations, etc.);

4. a second articling law student; and

5. if any new major projects are instituted, a review of staffing, equipment and space requirements as necessary.

C. CONCLUSION:

In summary, our department has been able to maintain a delicate balance and continue to service the City through selective prioritization of files, constant revision of duties and basic perseverance of staff. However, due to chronic underfunding (resulting in office, staffing and equipment deficiencies), that balance can no longer be maintained without immediate approval of the items listed in Part B, above and will certainly be upset if demands for our services increase in 1989, budget cuts are imposed or any new major duties are assigned to our department.

K. A. Rouff
City Solicitor

KAR:sr

c.c. Members of the Personnel Committee
Attn: Mrs. S. K. Reeder, Secretary

c.c. Chairman and Members
Finance Committee
Attn: Mr. J. D. Thompson, Secretary

c.c. Mr. L. Sage, Chief Administrative Officer

c.c. Mr. E. C. Matthews
City Treasurer

City of Hamilton
Treasury

CHECKLIST FOR 1989 CURRENT BUDGET SUBMISSION TO TREASURY

Department City Solicitor's Date January 1989

Contact J. Davis Ext. 4635

~~Enclosed is~~ The following material relative to our 1989 Budget submission as indicated below has been forwarded to you:

MATERIAL	INCLUDED	NOT REQUIRED	COMMENTS
Form 1 Worksheets	X		
Form 2 Summary of 1989 Salary and Wage Requirements	X		
Copy of Salary/Wage and Benefit Projection Report	X		
1989 Employee Benefit Detailed Analysis by Section	X		
Form 3 1989 Proposed Additional Positions	X		
Form 4 1989 Replacement or Additional Equipment	X		
Form 5 Schedule of Conventions and Conferences	X		
Form 6 Service/Program Packages	X		2 packages
Introductory Form	X		
Transmittal Letter to your Standing Committee Secretary	X		

Mrs Davis, R.X.O
A.H.

Mr. K. A. Rouff
City Solicitor

Corporation of the City of Hamilton

Memorandum

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TO: ALL DEPARTMENT HEADS
AND MANAGERS OF LOCAL BOARDS

RECEIVED
DEC 20 1988
LEGAL DEPARTMENT
THE CORPORATION OF
THE CITY OF HAMILTON

FROM: Lou Sage
Mr. E. C. Matthews

OUR FILE: 300-0001

SUBJECT: 1989 Current Estimates

DATE: 1988 December 19

We have just completed a review with each of you of your 1989 current estimates.

Because of the previous years capping of the City tax increase at 4.5%, no restrictions were placed on this year's preliminary budget submission as to the amount of percentage increase which might be reasonable for 1989.

It was felt that the pressure for increased service demands should be articulated and brought forward for discussion during the initial budget review stage. However, the 1989 expenditure estimates have now been summarized on a preliminary basis, the revenues have been deducted and a preliminary increase in the 1989 tax rate for the City has been projected at about 14%. This amount is unacceptably high.

The Finance Committee was made aware of these preliminary estimates and responded that a single digit tax increase must be presented.

In order to bring the mill rate increase down to what may be acceptable, say 9.5%, we have to reduce expenditures or increase revenue estimates by about $4 million. Since much of the revenue is relatively fixed, it appears that the majority of adjustments would be from expenditures. This translates to an increase in expenditure estimates in 1989 of approximately 7% over 1988.

At the Management Committee meeting there were three (3) options on presenting these estimates to Committees and achieving a more reasonable tax increase:

- The first is to simply come in at a 14% increase and let each Standing Committee decide on how and how much to reduce.

- The second option is to reduce the estimates at the staff level and present an acceptable budget in such a manner that the recommended service levels and the programs that can and cannot be accomplished are clear and complete.

- Present all budget requirements to a Committee of the Whole meeting with the Management Team in order to judge inter-departmental priorities and overall expenditures increases as they relate to increases in level of service.

Since we opted for a meeting of Council/Management Team in January we will be presenting a macro budget with clearly spelled out options for Council's consideration.

Accordingly, the following important 1989 meeting dates must be diarized and the time set aside as follows:

1) Friday, January 13, 1989 @ 9:00 am to 12 noon
Management Team to decide on the approach to present to the Finance Committee/City Council (by invitation):

2) Thursday, January 19, 1989 @ 2:00 pm Council/Management Team

3) Tuesday, January 24, 1989 @ 2:00 pm to 4:00 pm Room 233
Regular Finance Committee meeting.

Conclusion

It is now obvious that increases in level of service without regard to budget limitations together with inflationary pressures beyond the national average CPI increases of 4.2% has resulted in estimates at more than three times the inflation level. The artificial reduction of the 1988 Budget to 4.5% has resulted in the need to catch up as inflation continues at a higher level in the Golden Horseshoe (Toronto is 5.9%). We should be aiming to adjust expenditures and service levels to result in overall Regional School and City tax rates at double inflation. This would mean City expenditure limits of 7% in 1989.

Therefore, there is an immediate need for each of you to examine your estimates for areas that could be reduced or eliminated to achieve a maximum 7% increase and to prepare documentation to explain your budget and the consequences of reductions in preparation for our upcoming meeting with City Council which will precede any meetings with Standing Committees.
Your co-operation is appreciated.

1989 CURRENT ESTIMATES

INTRODUCTORY FORM
REV. 08/88

AMENDED - STATEMENT OF PURPOSE AND STAFFING

FOR THE City Solicitor's (DEPT./LOCAL BOARD)

1. PURPOSE/OBJECTIVES

To provide legal services in respect of -

(1) Special high priority complex projects

(2) Committee attendance and demands

(3) Litigation - Courts and Administrative Tribunals

(4) Real Estate

(5) Legislation and By-laws

(6) Capital Works

(7) Agreements and Contracts

(8) Planning and Development

(9) City Council policy and objectives

2. PROJECTED MAJOR PROGRAM/ORGANIZATIONAL CHANGES DURING THE PERIOD 1989-1991.

Implementing word processing stations for each Stenographer

Office renovations including more office space, carpeting and new furniture, etc. etc.

3. STAFFING (FTE'S) (NUMBER OF VACANCIES INCLUDED IN "PERMANENT" POSITIONS BELOW IS ____)

	PERMANENT				TEMPORARY			TOTAL		
	Present 1988	Projected 1989	Incr. + Decr. -		Present 1988	Projected 1989	Incr. + Decr. -	Present 1988	Projected 1989	Incr. + Dec. -
Salary	24	29	+3	Salary	2	2	-	26	29	+3
Wage				Wage						
	24	29	+3		2	2	-	26	29	+3

NOTE: PLEASE SEE REVERSE SIDE FOR SUGGESTIONS ON COMPLETING THIS FORM

1989 CURRENT BUDGET ESTIMATES

AMENDED - SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. DEPT./LOCAL BOARD City Solicitor's

2. ACCOUNT NO.(S) 0325-0101/03/93

3. CONSIDERATIONS: (A) AMOUNT $ 70,440

(B) EFFECTIVE DATE May 1, 1989

(C) INCLUDED [X] OR NOT INCLUDED [ ] IN ESTIMATES

(D) AFFECTS CURRENT [ ] AND/OR EXPANSION [X] LEVEL OF SERVICE

4. PACKAGE DESCRIPTION

	Solicitor IV	Law Clerk	Stenographer I
Salary	24,302.95	18,899.65	14,320
Benefits	4,374.53	3,401.94	3,700
Memberships	1,450.00	-	-

5. WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS PACKAGE?
(IF NOT INCLUDED IN ESTIMATES, EXPLAIN BENEFITS IF THIS PACKAGE IS FUNDED)

(1) ~~Decrease in~~ productivity due to increased demands and workload

(2) Inability to service existing workload due to periodic complex projects

(3) Response time delay could affect implementation of Council decisions

(4) Efficiency reduced

(5) Personal burdens experienced by staff lawyers

6. DOES THIS PACKAGE AFFECT OTHER DEPTS./BOARDS? IF SO, HOW?

Yes. Legal services delayed

7. ARE THERE ALTERNATIVE METHODS OF PROVIDING OR ACHIEVING THE SERVICE AS DESCRIBED ABOVE. IF SO, HOW?

No. Farming out legal work involves prohibitive costs, absence of central and immediate availability of legal services on demand.

8. PACKAGE RANKING BY - DEPT./BOARD: 1 OF 2

- COMMITTEE : _____ OF _____

CITY OF HAMILTON

FORM 6
REV. 08/88

1989 CURRENT BUDGET ESTIMATES

SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. DEPT./LOCAL BOARD City Solicitor's

2. ACCOUNT NO.(S) 0325-0171

3. CONSIDERATIONS: (A) AMOUNT $ 1,300.

(B) EFFECTIVE DATE May 1989

(C) INCLUDED [x] OR NOT INCLUDED [ ] IN ESTIMATES

(D) AFFECTS CURRENT [ ] AND/OR EXPANSION [X] LEVEL OF SERVICE

4. PACKAGE DESCRIPTION - Office Equipment

Display Panel Kit - $1,300. delivered - required for annual Open House presentation

5. WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS PACKAGE?
(IF NOT INCLUDED IN ESTIMATES, EXPLAIN BENEFITS IF THIS PACKAGE IS FUNDED)

Department unable to make effective presentation

6. DOES THIS PACKAGE AFFECT OTHER DEPTS./BOARDS? IF SO, HOW?

Department looks like poor relation when compared with Fire Department, Recreation Department, City Clerk's Department and Hamilton and Scourge.

7. ARE THERE ALTERNATIVE METHODS OF PROVIDING OR ACHIEVING THE SERVICE AS DESCRIBED ABOVE. IF SO, HOW?

It will provide the Department with a facility consistent with the wishes of the Corporation

8. PACKAGE RANKING BY - DEPT./BOARD: 2 OF 2

- COMMITTEE : _____ OF _____

ACCOUNT DEPT	ACCOUNT OBJECT (3)	DESCRIPTION (2)	PROJECTED 1988 ACTUAL (1)	1989 ESTIMATE (4)	ADJUSTMENT TO 1988 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1989 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJUSTMENT INCREASE+ DECREASE- (9)	1989 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1988 ESTIMATE AMOUNT (10-4) (11)	PERCENT (11/4) (12)
0015		CITY SOLICITOR										
	01	ADMINISTRATION										
	01	SALARIES AND WAGES	889,190	41,630+	32,590	57,520	1020,920		1020,920	131,730+	14.9+
	02	TEMPORARY HELP-OUTSIDE AGENCIES	3,000				3,000		3,000		
	03	EMPLOYEE BENEFITS	147,330	3,760+	8,310	11,470	170,870		170,870	23,540+	16.0+
	11	TELEPHONES	160				160		160		
	16	POSTAGE	3,000				3,000		3,000		
	21	OFFICE SUPPLIES AND STATIONERY	7,320		180		7,500		7,500	180+	2.5+
	24	BOOKS AND LIBRARY EXPENSES	16,000		500		16,500		16,500	500+	3.1+
	31	REPAIRS AND MAINTENANCE-EQUIPMENT	2,200		300		2,500		2,500	300+	13.6+
	5	PROVISION FOR SERVICING AND REPLACEMENT OF CALCULATORS	120				120		120		
	56	CONSULTANTS' FEES	100,000	275,000+			375,000		375,000	275,000+	275.0+
	71	OFFICE EQUIPMENT	310	10-		1,300	1,600		1,600	1,290+	416.1+
	81	RENTAL-CAR POOL	500				500		500		
	83	RENTAL-OFFICE EQUIPMENT	5,500				5,500		5,500		
	91	TRAVELLING	4,500	500+			5,000		5,000	500+	11.1+
	93	MEMBERSHIPS AND SUBSCRIPTIONS	13,720	350-		1,450	14,820		14,820	1,100+	8.0+
	94	TRAINING COURSES	600	100-			500		500	100-	16.7-
		ACTIVITY TOTALS	1193,450	320,430+	41,870	71,740	1627,490		1627,490	434,040+	36.4+

1989 BUDGET WORKSHEET - FORM NO. 1

ACCOUNT DEPT (1)	ACCOUNT CODE (1)	DESCRIPTION (2)	PROJECTED 1988 ACTUAL (3)	1988 ESTIMATE (4)	ADJUSTMENT TO 1988 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1989 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJUSTMENT INCREASE+ DECREASE- (9)	1989 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1988 ESTIMATE AMOUNT (10-4) (11)	PERCENT (11/4) (12)
0325		CITY SOLICITOR										
	27	DISBURSEMENTS RE: HEARINGS ETC.										
		AUTHORIZED COST		40,000				40,000		40,000		
		ACTIVITY TOTALS		40,000				40,000		40,000		
		TOTAL BUDGET REQUEST			320,430+		71,740				434,040+	
				1,233,450		41,870		1,667,490		1,667,490		35.2+

FORM NO. 2

TREASURY

SUMMARY OF 1989 SALARY AND WAGE REQUIREMENTS

DEPARTMENT/LOCAL BOARD City Solicitor's

DATE November 1988

1. 1989 ESTIMATE, INCLUDING ANNIVERSARY INCREASES, PER COMPUTER LISTING, AS ADJUSTED IF NECESSARY — $ 883,543.14

2. ADD:

A. VACANT POSITIONS

SECTION	TITLE OF POSITION	JOB CLASS	PRESENT SALARY AND WAGE BI-WEEKLY	TOTAL	NO. OF VACANCIES	
0325-0101	Articled Student		950.00		2	$ 49,400.00

B. TEMPORARY POSITIONS

SECTION	TITLE OF POSITION	JOB CLASS	BI-WEEKLY SALARY	NO. OF WEEKS REQUIRED	NO. OF VACANCIES	
						$

STATE REASON REQUIRED:

C.

EXTRA PAY	SEC.	AMOUNT	SEC.	AMOUNT	SEC.	AMOUNT	SEC.	AMOUNT	SEC.	AMOUNT	SEC.	AMOUNT	
- SHIFT DIFFERENTIAL													$
- STATUTORY HOLIDAYS													$
- OVERTIME PAY													$

D. VACATION PAY FOR RETIRING OR TERMINATING EMPLOYEES — $ 30,450.00

E. ADDITIONAL AMOUNT REQUIRED FOR REPLACEMENT OF EMPLOYEES ON PAID SICK LEAVE — $

3. ADD:

PROPOSED ADDITIONAL POSITIONS (EXPANSION SERVICE LEVEL)
TOTAL AMOUNT REQUIRED AS PER DETAILS ON FORM NO. 3 — 43,202.00

TOTAL 1989 SALARY AND WAGE REQUIREMENTS — $ 1,006,595.14

1,006,600.00

PERMANENT EMPLOYEES — THE CORPORATION OF THE CITY OF HAMILTON — PPBEST32

DEPT-25 CITY SOLICITOR

SALARY ESTIMATES FOR 1989
(BASED ON SALARYS AS AT OCT 11, 1988)

RUN DATE OCT 11, 1988

EMPLOYEE NUMBER	NAME	SCHD	INC QTR	PEN CD	UNION CODE	PRESENT BIWEEK	JAN 1, 1989 BIWEEK	JAN 1, 1989 PAYS	UNION INCREASE DATE	UNION INCREASE BIWEEK	UNION INCREASE PAYS	ANNIVERSARY INCREASE DATE	ANNIVERSARY INCREASE BIWEEK	ANNIVERSARY INCREASE PAYS	TOTAL
SECTION-01 ADMINISTRATION															
05068	PA BARKWELL	L		M	A	1396.12	1396.12	26.0	JAN 1	48.06	26.0	FEB 1	60.58	24.0	39,023.40
07312	A BIRO	A9		M	1	1249.64	1249.64	26.0	FEB 1	43.74	24.0	MAX			33,540.40
09340	D CHAMBERS	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
20623	J DAVIS	N		M	A	1320.88	1320.88	26.0	JAN 1	46.24	26.0	JAN 1	56.24	26.0	37,007.36
24110	C ECKENRATH	E2		M	1	731.50	731.50	26.0	FEB 1	25.60	24.0	MAX			19,633.40
26175	LE FARR	L		M	A	1454.64	1454.64	26.0	JAN 1	50.92	26.0	DEC 1	64.88	2.0	39,274.32
39162	PR HOOKER	F		M	A	2449.48	2449.48	26.0	JAN 1	85.74	26.0	MAX			65,915.72
45715	HC KING	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
48640	L LAWRENCE	L		M	A	1454.64	1454.64	26.0	JAN 1	50.92	26.0	OCT 1	64.88	7.0	39,598.72
51277	DJ LORETO	J		M	A	1659.46	1659.46	26.0	JAN 1	58.08	26.0	MAY 1	73.54	18.0	45,979.76
61745	E DAVIS	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
68709	M MUIR	E5		M	1	813.74	813.74	26.0	FEB 1	28.48	24.0	JUL 1	32.60	13.0	22,264.56
71290	DA POWERS	F		M	A	2449.48	2449.48	26.0	JAN 1	85.74	26.0	MAX			65,915.72
73406	MU RENNIE	A5		M	1	877.10	877.10	26.0	FEB 1	30.70	24.0	FEB 1	26.12	24.0	24,168.28
74230	ST RILEY	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
76325	RC ROSZELL	H		M	A	2123.44	2123.44	26.0	JAN 1	74.32	26.0	MAX			57,141.76
76370	KA ROUFF	B		M	D	3465.22	3465.22	26.0	JAN 1	121.28	26.0	MAX			93,249.00
78805	JA SEKI	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
79330	L BROWN	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
79450	CL SHEPHERD	E5		M	1	813.74	813.74	26.0	FEB 1	28.48	24.0	MAY 1	32.60	18.0	22,427.56
83545	R SPAGNUOLO	E5		M	1	813.74	813.74	26.0	FEB 1	28.48	24.0	AUG 1	32.60	11.0	22,199.36
83875	AK SPRIGGS	E5		M	1	914.92	914.92	26.0	FEB 1	32.02	24.0	MAX			24,556.40
	SECTION TOTAL														~~799,234.12~~
	DEPARTMENT TOTALS														799,234.12
40212	RJ BLANCHARD	E2				679.02	679.02	26.0	FEB 1	23.77	24.0	OCT 1			18,393.30
40212	WJ HUBAR	F		M	A	2449.48	2449.48	26.0	JAN 1	85.74	26.0	MAX			65,915.72
	DEPARTMENT TOTAL														883,543.14
															883,543.14

10/88

City of Hamilton
Treasury

AMENDED - 1989 Employee Benefit Detailed Analysis
by Departmental Section

Department City Solicitor's Prepared by KB/JD

Section

Benefits	1988 Estimate	1989 Estimate	+/- Difference $	%
Income Protection Plan (04)				
Permanent				
Temporary	18,660	19,927.66		
Pensions (05)				
Permanent				
Temporary	63,750	67,722.67		
Unemployment Ins. (07)				
Permanent				
Temporary	19,450	20,685.81		
Medical (08)				
Permanent				
Temporary	37,260	41,119.20		
Group Life (10)				
Permanent				
Temporary	8,210	9,940.14		
		159,395.48		
Add benefits for additional staff)		11,470		
Totals	147,330 *	170,870 *	23,540+	

* To be transferred to account no. 0325 - 01 03

Comments:

TREASURY

AMENDED -- 1989 PROPOSED ADDITIONAL POSITIONS
(EXPANSION SERVICE LEVEL)

FORM NO. 3

City Solicitor's
DEPARTMENT/LOCAL BOARD

November 1988
DATE

T.	DESCRIPTION OF POSITION	GROUP CLASSI-FICATION	NUMBER OF EMPLOYEES	WEEKLY SALARY	ANTICI-PATED DATE OF APPOINT-MENT	REASON FOR PROPOSED POSITION	AMOUNT REQUIRED FOR 1989
125-01	Solicitor IV	L	1	694.37	May 1	35 Weeks plus benefits (18%)	24,301.95 4,37[illegible].5[illegible]
	Law Clerk	A-9	1	539.99	May 1	35 weeks plus benefits (18%)	18,899.65 3,401.94
	Stenographer I	E5	1	406.87	May 1	Benefits	14,320. 3,700.

CITY OF HAMILTON
TREASURY

FORM NO.

1989 REPLACEMENT OR ADDITIONAL EQUIPMENT

DATE November 1988

FOR THE DEPARTMENT/LOCAL BOARD City Solicitor's

SECTION A

REPLACEMENT OF MOTORIZED EQUIPMENT - SEE REVERSE SIDE FOR DEFINITION

(DO NOT INCLUDE IN YOUR 1989 ESTIMATES AS THIS WILL BE FORWARDED BY TREASURY TO THE DEPRECIATION COMMITTEE AND, IF APPROVED, FUNDED FROM THE "RESERVE FOR MOTORIZED EQUIPMENT")

DESCRIPTION	REASON FOR REPLACEMENT	AGE OF EQUIPMENT BEING REPLACED	AMOUNT
4 Dictaphones (Distating) Desk Model	To replace old equipment - inoperable - Already returned to the		$ 3,840.00
4 Transcribers	Purchasing Department		3,840.00
	TOTAL - TO BE FUNDED FROM "RESERVE FOR MOTORIZED EQUIPMENT"		$ 7,680.00

SECTION B

ADDITIONAL EQUIPMENT OR REPLACEMENT OF OTHER EQUIPMENT

(INCLUDE IN YOUR 1989 ESTIMATES - ALL OTHER EQUIPMENT NOT INCLUDED IN THE DEFINITION OF "MOTORIZED EQUIPMENT", AND ADDITIONAL MOBILE EQUIPMENT)

ACCOUNT NUMBER	EQUIPMENT DESCRIPTION	REASON THIS EQUIPMENT REQUIRED	EXPECTED USEFUL LIFE	EXPANSION
0325-0171	Stak-on-Steel Drawers	To hold excess files	50+	$ 300.00
	Panel Display Kit	For Open House Display		1,300.00
		TOTAL - CARRY FORWARD TO 1989 BUDGET WORKSHEET		$ 1,600.00

NOTE: DO NOT INCLUDE ON THIS FORM REPLACEMENT OF MOBILE EQUIPMENT.
THIS REQUIREMENT SHOULD BE SUBMITTED SEPARATELY TO THE DEPRECIATION COMMITTEE.

CITY OF HAMILTON
TREASURY

FORM NO. 5

1989 SCHEDULE OF CONVENTIONS AND CONFERENCES

City Solicitor's
DEPARTMENT/ LOCAL BOARD

November 1988
DATE

NAME OF EVENT	PLACE TO BE HELD	DATES OF EVENT	PROPOSED TO ATTEND (NAME AND POSITION)	ESTIMATED COST
Meetings in Toronto with Provincial Officials, Legislature, Senior Counsel and attending Court actions in Supreme Court, Divisional Court and Court of Appeal	Toronto		Solicitors	1,500.00
Law Society Special Lectures, Legal Seminars and Monthly Meetings of the Ontario Bar - Municipal Section	Toronto		Solicitors	1,500.00
Canadian Bar Association Annual Meeting	Vancouver	August	City Solicitor	2,000.00
			TOTAL OBJECT 91 - "TRAVELLING"	5,000.00

18.

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: K.A. Rouff
City Solicitor

DATE: 1989 January 6
COMM FILE:
DEPT FILE: 400-2.27
100-12.2

SUBJECT: **City Litigation Files -**
Payment to Mackesy, Smye, Turnbull, Grilli & Jones
for professional services - Fraser vs City
Account dated December 20, 1988
Amount: $2,653.25

BACKGROUND:

At its meeting on August 24, 1988, the Committee requested that it be kept informed of all amounts paid to Ross & McBride (and Mackesy, Smye, Turbull, Grilli & Jones). In this regard, we would advise as follows:

1. The City has received an Account from Mackesy, Smye in the amount of $2,653.25 made up of $2,500.00 for fees and $153.25 for disbursements. This Account has been processed for payment;

2. The following is a summary of the amounts paid to Mackesy, Smye in 1988 to date:

Amount paid to Mackesy, Smye in 1988 prior to this Account			$ 125.00
Amount for this Dec.20/88 Account -	(Fees)	$2,500.00	
	(Disb.)	$ 153.25	$ 2,653.25
TOTAL AMOUNT PAID TO MACKESY, SMYE IN 1988 TO DATE			$ 2,778.25

3. **TOTAL AMOUNT PAID TO ROSS & McBRIDE IN 1988 TO DATE** $129,761.96

4. **TOTAL AMOUNT PAID TO ROSS & McBRIDE AND TO MACKESY, SMYE TO DATE** $132,540.21

KAR:ead

K.A. Rouff
City Solicitor

c.c. Mr. E.C. Matthews, City Treasurer

19.

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. E. C. Matthews
Treasurer

DATE: 1988 December 14
COMM FILE:
DEPT FILE:

SUBJECT: **BUDGET CONTROL EXPENDITURES FOR ELEVEN MONTHS ENDED NOVEMBER 30, 1988, COMPARED WITH BUDGET**

BACKGROUND:

For your information I have enclosed a summary of expenditures for the period ended November 30, 1988, for the areas under your authority. This statement compares the current percentage of actual to budget with the previous year's percentage. The statement also includes Treasury Department comments. Total expenditures for 1988 are comparable to 1987 89.3% to 89.1%.

E. C. Matthews

Encl.

CITY OF HAMILTON
TREASURY

FINANCIAL REPORT OF CURRENT ESTIMATES FOR THE PERSONNEL COMMITTEE
FOR THE PERIOD ENDED NOVEMBER 30, 1988

DESCRIPTION (1)	APPROVED BUDGET (2)	OUTSTANDING COMMITMENTS (3)	EXPENDITURES TODATE (4)	TOTAL (5)	PERCENT EXPENDED CURR YR (6)	PERCENT EXPENDED PREV YR (7)	BALANCE (8)
CITY SOLICITORS	1,233,450	0	1,068,193	1,068,193	86.6	91.2	165,257
HUMAN RESOURCES	1,462,660		1,340,768	1,340,768	91.7	90.9	121,892
FIRE	24,950,040	47,786	22,227,232	22,275,018	89.3	88.9	2,675,022
	27,646,150	47,786	24,636,193	24,683,979	89.3	89.1	2,962,171

TREASURY COMMENTS: The amounts and percentages shown above are consistent with the normal operations of the departments on a basis comparative to that of the prior year. Note the percentage comparisons in columns (6) and (7).

20.

LIST OF OUTSTANDING COMMITTEE ITEMS

PERSONNEL COMMITTEE

ITEM	ORIGINAL DATE	ACTION	STATUS
Inoculations - Communicable Diseases - Fire Dept.	1988 June 22	C.A.O.	Pending Report
Establishing Procedure for Exit Interviews	1988 June 22	Commissioner of Human Resources	Pending Report
Child Care for Regional and City Employees	1988 September 21	Commissioner of Human Resources	Pending Report
Visible Minorities - Fire Department	1988 October 19	Fire Chief	Pending Report
Firefighters Report	1988 November 23	Fire Chief and Commissioner of Human Resources	Pending Report
Re-use of Redundant Fire Stations	1988 November 23	Fire Chief	Pending Report
Curator, Steam Museum	1988 November 23	Director of Culture and Recreation	TABLED To be discussed at a future meeting
Review and presentation to Committee of Department Policies and Procedures	1988 December 20 (Chairman)	Commissioner of Human Resources	Pending Report
		Fire Chief	Pending Report
		City Solicitor	Pending Report

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 February 13

NOTICE OF REGULAR MEETING AND BUDGET MEETING

Personnel Committee
Wednesday, 1989 February 22
9:30 o'clock a.m.
Room 233, City Hall

Susan K. Reeder

Susan K. Reeder
Secretary

PLEASE NOTE: A WORKING LUNCH WILL BE PROVIDED AT 12:00 O'CLOCK NOON.

SKR:dbm

AGENDA

1. Chairman's Remarks.

2. Minutes of the meeting held Wednesday, 1989 January 25th and Thursday, 1989 January 26th.

CITY SOLICITOR

3. Role of the City Solicitor's Department.

4. City Litigation Files - Payment to Ross & McBride for professional services.

   (a) Month of 1988 September - $11,234.36.

   (b) Month of 1988 October - $17,379.97.

   (c) Month of 1988 November - $14,991.22.

   (d) Month of 1988 December - $19,877.25.

MANAGER OF PURCHASING

5. Purchase of Fire Department Uniform Shirts, 1989.

FIRE CHIEF

6. Revenues - Hamilton Fire Department.

COMMISSIONER OF HUMAN RESOURCES

7. Agreement - The Hand Association of Sewer, Watermain and Road Contractors and the Labourer's International Union of North America, Local 837, Hamilton.

8. Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to 1989 February 8th.

INFORMATION ITEMS (NO ACTION REQUIRED)

9. Fire Chief - By-law 4797 known as "The Building By-law", "Relating to the better protection of persons and property from unsafe conditions as regards danger from fire".

10. List of Outstanding Committee Items.

IN CAMERA AGENDA

I. Minutes of the IN CAMERA meeting held Thursday, 1989 January 26th.

II. Update - Negotiations (No copy).

INFORMATION ITEMS (NO ACTION REQUIRED)

III. List of Outstanding Committee Items.

BUDGET MEETING

10:00 a.m.	-	11:00 a.m.	-	Hamilton Fire Department. (Pages 90 - 113)
11:00 a.m.	-	12:00 a.m.	-	Human Resources Centre. (Pages 13 - 89)
12:00 noon	-	12:30 noon	-	Lunch.
12:30 noon	-	1:30 p.m.	-	City Solicitor's Department. (Pages 1 - 12)

NOTE: A SPECIAL MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE WILL BE HELD AT 2:00 O'CLOCK P.M. IN ROOM 233 TO REVIEW BUDGETS.

2.

Wednesday, 1989 January 25th
9:30 o'clock a.m.
Room 233, City Hall

The Personnel Committee met.

There were present:
Alderman B. Hinkley, Chairman
Alderman T. Jackson, Vice-Chairman
Mayor Robert M. Morrow
Alderman T. Murray
Alderman J. Gallagher
Alderman D. Christopherson
Alderman T. Cooke
Alderman D. Agostino
Alderman V. Agro

Also present:
Alderman W. McCulloch
Mr. L. Sage, C.A.O.
Mrs. C. Lowe, Commissioner of Human Resources
Mrs. D. Jones, Human Resources Centre
Mr. J. Johnson, Human Resources Centre
Mrs. M. Havelka, Manager of Heritage Services
Miss A. Schimmel, Director of Culture and Recreation
Chief L. Saltmarsh, Fire Department
Mr. K. Rouff, City Solicitor
Mrs. Susan K. Reeder, Secretary

Opening Remarks

The Chairman gave opening remarks to the Committee and outlined some of the goals and objectives he hopes to have the Committee obtain.

Minutes - 1988 November 23

The Committee was in receipt of the minutes of their meeting held Wednesday, 1988 November 23. The Committee approved these minutes.

Schedule of Meeetings for 1989

The Committee was in receipt of a schedule of meetings for 1989 and approved the scheduling.

Budget Meeting

The Committee was in receipt of a memorandum from the Chairman of the Committee dated 1989 January 19 regarding the budget meeting for the Personnel Committee which will be held on Wednesday, 1989 February 22nd at 9:30 o'clock a.m. in Room 233, City Hall. Alderman Murray indicated that he will be unable to attend the meeting. The Committee then agreed to receive this memorandum of information.

Curator, Steam Museum

The Committee was in receipt of a memorandum from the Secretary of the Committee respecting the recommendation of Commissioner of Human Resources dated 1988 November 23rd, respecting the position of Curator, The Hamilton Museum of Steam and Technology.

The Chairman advised of an item at yesterday's Parks and Recreation Committee in which an Ad Hoc Committee was set up for the purpose of deliberating on matters respecting the Steam Museum.

The Director of Culture and Recreation outlined the history of the Hamilton Museum of Steam and Technology and general discussion then ensued on this matter by the Committee.

Alderman McCulloch was in attendance of the meeting and advised that the Ad Hoc Committee will deal with the Steam Museum until it is on track and then the workings of the Museum will revert to the Hamilton Historical Board. He added that the position of Curator should be filled now in order that this person can work with the Ad Hoc Committee.

It was agreed that a Staff Engineer (J. Pavelka, Director of Public Works or G. S. Spencer, Commissioner of Regional Engineering) be in attendance at the interviews for the position of Curator of the Steam Museum in order to ensure that the applicants have the Engineering background they give reference to.

The Committee then approved the following recommendation:

That the position of Curator, The Hamilton Museum of Steam and Technology be slotted in Non Union pay grade "M".

NOTE: The Annual salary range for the "M" pay grade is $32,604.00 to $38,364.56, and funds are accommodated within the existing budget.

The position was evaluated by the City's Job Evaluation Committee to be within the "M" point range. The evaluation is identical to existing Museum Curatorial positions of comparable size.

For the information of members of Council, the Personnel Committee have directed that a staff Engineer be part of the Interviewing Team for this position.

Reclassification - Cashier/ Receptionist - Main-Hess Seniors Centre

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 January 25 respecting a reclassification of the position of Cashier/Receptionist - Main-Hess Seniors Centre.

The Committee approved the following:

That the rate of pay for the position of Cashier/Receptionist, Main-Hess Seniors Centre be changed from $4.999 to $8.694 per hour effective 1988 October 31.

NOTE: There are sufficient funds within the 1988 budget to provide for the retroactive wage increase. 1989 budget estimates will include the hourly rate increase.

The job responsibilities have been expanded significantly. The recommended rate is consistent with other similar positions within Culture & Recreation.

Appointments to and Terminations from - 1989 January 6

The Committee was in receipt of report from the Commissioner of Human Resources dated 1989 January 6 respecting appointments to and terminations from permanent positions with the Corporation of the City of Hamilton to 1989 January 6.

The Committee approved the following:

That the Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to 1989 January 6, attached hereto and marked Appendix "A", BE APPROVED.

Presentation - Mountain Fire Stations

Fire Chief Saltmarsh gave a presentation on the present Mountain Fire Stations and outlined their sites, the properties owned and new stations to be built in 1990. He also illustrated the areas of coverage within a three minute radius that these stations service.

He also illustrated the sites of the lower city fire stations and the areas that these stations service.

Discussion ensued on the possibility on moving parts of the Building Department, Culture and Recreation Department, Library, etc. to some of the new Mountain Fire Stations to provide south mountain service. The Chairman indicated that this concept is being discussed by the Co-ordinating Committee.

Joint use of Fire Station Buildings

The Committee then approved the following:

That the Co-ordinating Committee be requested to look at joint use of Fire Station Buildings by other Municipal Departments and agencies.

The Committee was in receipt of an information report from Chief Saltmarsh dated 1989 January 11, respecting proposed changes for mountain emergency fire protection. The Committee agreed to receive this information report.

Tour of Fire Department Facilities

The Committee was in receipt of an information report form Fire Chief Saltmarsh dated 1989 January 10, respecting a tour of the Hamilton Fire Department facilities. The Committee discussed this matter and agreed that a spring tour

of the fire facilities be arranged by the Fire Chief and the Committee Secretary. The Committee agreed that this tour should be a day long tour, covering a cross section of operations in each of the upper and lower City fire stations. It was suggested that a short demonstration of some of the equipment be included in the tour, and that lunch and coffee breaks be arranged.

The Committee agreed that any members who have specific requests for this tour should forward these comments to the Fire Chief for his inclusion in the programme.

Fire Chief's Advisory Committee

The Committee was in receipt of an information report from Fire Chief Saltmarsh dated 1989 January 11 respecting the Fire Chief's Advisory Committee on visible minorities and women. Fire Chief Saltmarsh spoke to this report and considerable discussion ensued on this matter by the Committee. The Committee then agreed to receive this information report.

Loss of Quorum - Additional Meeting

The Committee met with a loss of quorum and agreed that an additional meeting be held on the following day, Thursday, 1989 January 26th at 1:00 o'clock p.m. to conclude the agenda matters.

Adjournment

The meeting then adjourned.

Taken as read and approved

Alderman B. Hinkley, Chairman
Personnel Committee

Susan K. Reeder
Secretary
1989 January 25

Thursday, 1989 January 26
1:00 O'clock p.m.
Room 233, City Hall

A special meeting of the Personnel Committee was held.

There were present:

Alderman B. Hinkley, Chairman
Alderman T. Jackson, Vice-Chairman
Mayor Robert M. Morrow
Alderman T. Murray
Alderman D. Christopherson
Alderman D. Agostino
Alderman V. Agro
Alderman J. Gallagher
Alderman T. Cooke

Also present:

Alderman H. Merling
Mr. L. Sage, C.A.O.
Chief Saltmarsh, Fire Department
Mrs. C. Lowe, Commissioner of Human Resources
Mr. J. Johnson, Human Resources Centre
Mrs. D. Jones, Human Resources Centre
Mrs. Susan K. Reeder, Secretary

Purpose of Special Meeting

A special meeting of the Personnel Committee was held to deliberate on the items remaining from the regular meeting held on Wednesday, 1989 January 25th. The special meeting was called in order to complete the agenda, as a loss of quorum at the previous meeting necessitated.

Information Items

The Committee was in receipt of the following information items which they RECEIVED.

(a) Information Report from the Fire Chief dated 1988 December 15 respecting a 1989 convention of the Associated Public-Safety Communication Officers (A.P.C.O.)

(b) Information Report from Fire Chief Saltmarsh dated 1988 December 7 respecting the use of redundant fire stations.

(c) Memorandum from the Association of Municipalities of Ontario to Clerks of all large urban municipalities dated 1989 January 5, respecting authority to establish severance pay provisions.

(d) An Information Report from the Chief Administrative Officer dated 1989 January 10 respecting communicable diseases. The Information Report indicates that Hepatitis B injections are presently covered by the City of Hamilton Health Care Plan and that the recommendation of the Fire Chief in his Report dated 1988 June 17 respecting provision of funding for this coverage is not required.

(e) An information Report from the Commissioner of Human Resources dated 1988 December 25 respecting a status report on Recognized Smoking Cessation Programs.

(f) A Report from the City Solicitor dated 1989 January 11 respecting the 1989 current estimates for the City Solicitor's Office. A memorandum from the Secretary of the Personnel Committee was attached to this report indicating that the Chairman, in discussing the report with the City Solicitor, has indicated that this report will be referred to the 1989 February 22nd Budget meeting of the Personnel Committee for complete discussion.

(g) An Information Report from the City Solicitor dated 1989 January 6 respecting City Litigation Files - Payment to Mackesy, Smye, Turnbull, Grilli and Jones for professional services - Fraser vs City - Account dated 1988 December 20 - amount; $2,653.25.

(h) An Information Report from the City Treasurer dated 1988 December 14 respecting budget control expenditures for 11 months ended 1988 November 30, compared with budget.

(i) The Committee was in receipt of a List of Outstanding Committee Items from the Committee Secretary. Alderman Christopherson questioned when the report on Child Care for Regional and City Employees would be presented to the Personnel Committee.

The Commissioner of Human Resources indicated that she has difficulty in providing an exact date, since she presently does not have the staff available to work on this report.

Following some discussion on this matter, the Committee approved the following:

That Alderman Christopherson undertake the role of investigating the feasibility of establishing a child care facility for Regional and City Employees and report back on this matter to the Personnel Committee.

In-Camera Session

The Committee then adjourned to its In-Camera Session to review matters of a private and confidential nature.

Adjournment

There being no further business, the meeting then adjourned.

Taken as read and approved

Alderman B. Hinkley, Chairman
Personnel Committee

Susan K. Reeder, Secretary
1989 January 26

FEB 0 7 1989

Corporation of the City of Hamilton

Memorandum

****

3.

TO: Alderman B. Hinkley, Chairman
Personnel Committee

YOUR FILE:

FROM: K.A. Rouff, City Solicitor

OUR FILE: 400-2/89.1

SUBJECT: Role of City Solicitor's Dept.

DATE: 1989 February 7

I welcome your invitation to make this presentation on the Role of the City Solicitor's Department. As I will be out of the country when this matter is discussed at your February 22, 1989 Meeting, I have requested Messrs. Hooker and Roszell to make this presentation since they are both familiar with the workings of this Department.

A BASIC SERVICES: The following are the basic services provided by our Department:

I. GENERAL ADVICE -

It should be noted that the City Solicitor's Department is a service-oriented Department. In particular, in any given Council Agenda, our Department has input on, at least, 85% of the items. This is because, in addition to the Council items giving our Department specific directions (such as drafting of a contract or by-law), our Department provides legal advice to all other Departments and assists sometimes in the preparation of their recommendations with a view to carrying out their instructions. Similarly, we provide advice to all Standing Committees and Task Forces with respect to their meetings and eventual Recommendations to Council.

Because this aspect of our service is largely overlooked, we offer the following examples to emphasize its importance:

(1) Waterfront Project:

Our Department was not consulted with respect to the Original Contract for the removal of the hazardous wastes. This resulted in subsequent protracted negotiations, discussions and meetings with the hazardous waste removal Contractors and ultimately, the dramatic escalation in costs of the removal. Since that time, our Department has been heavily involved in all aspects of this Project, including Contracts, discussions with Consultants, the Ministry of the Environment, etc.. Our efforts have now resulted in co-ordinating the numerous diverse aspects of this matter (expropriation settlement, environmental assessment hazardous waste removal, etc.) to the point that the issues have now become sufficiently clear to enable Committee and Council to make an informed decision;

Our Department has been called upon to play a similar advisory and ultimately, co-ordinating role in the following major projects as well:

(2) Copps Coliseum:

In its initial stages, our Department provided regular advice to the Subcommittee charged with the responsibility for the construction project. After completion of the building and difficulties with the defective piping and sound system, our Department has been constantly involved in lengthy meetings, briefings and opinions in order to ensure that the General Contractor performed its obligations under the Contract;

(3) Jackson Square and Sheraton Hotel:

Initially, the legal firm of Fraser and Beatty was appointed to advise the City on the long-term leasing arrangements with Yale Properties. However, in 1983 when the City decided to involve itself with construction of the Sheraton Hotel, that file was assigned to our Department.

This became a top priority item and Mr. Powers and myself spent weeks and weeks in reviewing documents. Aside from the sheer size of documentation involved, same was routinely submitted at virtually the last minute. This aspect of the Project is now a matter of record.

The recent decision by Lakeview to assign its leasing arrangements to a Japanese company is re-creating the earlier problems namely, the last minute submission of documentation to meet Lakeview's own schedules.

In addition to the matters which appear in the Council Agenda, there are numerous other matters which must be dealt with by our Department, but do not proceed by way of individual or specific Council resolution. Examples of this are (by-law prosecutions, (such as Building Code violations, health prosecutions) and constituent matters referred to us by Council Members.

II. REAL ESTATE -

(1) Property Acquisitions and Sales:

- Purchases
- Sales
- Expropriations
- Industrial Sales/Development Sales
- Leases
- Easements
- Land Titles Applications

(2) Subdivisions:

- New Agreements (approval, execution, registration)

- Modified Subdivision Agreements (as above for subdivisions with 10 Lots or less)

- Meetings with subdividers, Engineering/Treasury, Planning Departments to draft specific Agreements and propose, make amendments to existing Standard Form Agreements, procedures.

III. CONTRACTS -

- **Construction** - all Construction Contracts over $50,000 and where Purchase Orders not adequate (due to nature of project, for example)

- **Purchasing** - Fire Trucks, Clock Tower, Computers, etc.

- **Consultants** - (Architects, Engineers, Economic Studies, etc.)

- **Other** - Ti-Cats, Baseball, Veevers Property, Lax Property, Joint Use Agreements (between City and Board of Education)

- **Snow Removal** -

Note: Our Department's involvement does not end with execution of the Contract. We are involved in the administration and interpretation of the Contract relative to whether payments can be made (i.e. application of Construction Lien Act), and the rights and remedies of the City in the event of disputes due to faulty work.

IV. LITIGATION -

We provide a complete litigation service appearing in all levels of the courts namely:

- Small Claims Court

- Supreme Court of Ontario (being Trial Division, Divisional Court and Court of Appeal)

- District Court

- Supreme Court of Canada

The recent experience with Ross & McBride and Mackesy, Smye shows that an in-house, readily available litigation service is more cost-effective and efficient.

V. O.M.B. AND PLANNING MATTERS -

(1) Capital Projects - O.M.B. Applications for financing;

(2) By-laws:

- Zoning Changes
- Site Plan Control
- Official Plan Amendments
- Heritage Designations
- Text Amendments to By-law 6593 (Zoning, By-law)

(3) Hearings before the O.M.B. (Zoning, etc.)

(4) Land Compensation Claims;

VI. ENFORCEMENT OF BY-LAWS AND STATUTES (PROSECUTIONS) -

- registration (and discharge) of Orders for compliance with By-laws and Statutes, Property Standards, Building Code Act, etc.

- reviewing charges with Building, Fire, Health Inspectors in preparation for Trial

- reviewing trial results and advise on required amendments to by-laws, inspection procedures, etc.)

VII. GENERAL MUNICIPAL SERVICES -

(1) By-laws and Legislation:

- Amendments to General By-laws (Licensing, Property Standards, Health, Market, Noise, etc.)

- Drafting New By-laws re Specific Matters (Workplace Smoking, Second Level Lodging Housing, etc.)

- Drafting New By-laws re General Matters (Planning, Highway matters, Capital Projects, Local Improvements, Misc.)

- Drafting Private Legislation (Amendment to Act re: H.E.C.F.I.), Board Composition, Legislation applied for re Workplace Smoking By-law, not yet applied for re Second Level Lodging Houses);

(2) Highways:

(a) Establishments and Closings

- By-laws to establish, close;
- Land Sales;
- Judges' Orders

(b) Miscellaneous Highway Related Agreements

- Encroachments
- Boulevard Parking,
- Garbage Collection
- Boulevard Cafes, etc.

(3) Tax Arrears:

(a) Development of procedures, documentation for change from:

- Municipal Tax Sales Act
- Municipal Affairs Act

(b) Advice to Treasury Department, administration of Municipal Affairs Act.

(4) Agreements re Planning Matters:

- Amendments to Site Plan Agreements
- Cash-in-lieu of Parks
- Heritage Easements, etc.

(5) Federal, Provincial and Municipal Loan Programmes:

- Assisting Community Development Department with various financial assistance programmes (O.H.R.P., H.A.R.P., etc.)

- Registration, renewal, discharge of liens to secure loans.

B BUDGET:

As mentioned above, we provide a complete Municipal Law service. Outside assistance is only required where time constraints do not allow us to deal with lengthy, time consuming matters or where special expertise is necessary.

However, we are having difficulty in providing these services. This is primarily a result of chronic underfunding and understaffing.

It is becoming apparent that one of the reasons for the chronic underfunding and understaffing is a basic mis-characterization of our budgetary requests over the years. In particular, our requests for additional staff and technical assistance are not "expansion". Rather, our requests for increased staffing and technical assistance are "adjustments" in the same sense as those made to accommodate other Departments like Public Works and Human Resources. In particular, we require "adjustments" to enable us to maintain our current level of service in light of the following changes:

1) Changes in Legislation:

A large part of our function is to keep Council abreast of the latest changes in legislation and to assist in the development of procedures to implement such legislative changes. For example, The Rental Housing Protection Act required our advice on the setting up of the municipal body to deal with proposed changes in residential housing. Changes in Tax Arrears legislation led to lengthy discussions and advice to the Treasury Department to effect the transition from the existing to the new legislation. In addition, we have also advised on the Pension Benefits Act and Pay Equity legislation.

2) Changes in Staff of Other Departments:

When the staff of other Departments has increased to cope with common responsibilities, there has been no corresponding increase in our staff. For example, when the number of the Building, Fire and Health Inspectors increases, this increases our By-law Prosecution workload. However, we do not receive any corresponding assistance in terms of increased staffing;

3) Special Projects:

Whenever special projects are authorized, there is no corresponding authorization in our Budget for increased staffing. This is the case for the Lax Property (which involves a minimum of 10 contracts which have been or will have to be drafted, not to mention a number of related Committee and Staff Meetings required for information and instructions).

This has also been the case for the Jackson Square Development. The documentation for this Project now consists of:

(a) the Original Development Agreement and five Amending Agreements thereto;

(b) Long-Term Leases between the City as Landlord and each of its four major tenants; and

(c) Over 20 "Collateral" Agreements relating to various functions and facilities (the Parking Lease Agreement, Interface Agreement and Pedestrian Bridge Agreement, for example);

Because of the on-going long-term nature of the Jackson Square Project, a corresponding on-going long-term commitment by our Department is required since the City from time to time receives requests from any one of the 4 major tenants for City approval (as Lessor) to a wide variety of changes, amendments and alterations. This requires our Department to:

- advise of the City's rights under the various existing Agreements, and review and approve amendments, documents etc., proposed by the tenants;

- advise on conditions required to protect the City's interests as Lessor; and

- advise on the form of resolutions of Council and draw the required Amending Agreements and related documentation.

Recent examples of these requests are:

- the major alteration by Yale Properties concerning doubling the size of its cinemas;

- mortgages by Lakeview and Fourth Phase Civic Square Limited;

- the proposed sale of the Hotel Ground Lease to a Japanese Company; and

- the sale by Lakeview of securities to the public of limited partnership interests.

Because our Department was not given additional staff to deal with these on-going matters, our Department must re-arrange its priorities and assignments to enable the City to respond within short time limits to these unexpected and time consuming requests. This results in delays in completing other on-going Real Estate and other Property matters.

4) Changes in City Policy

Our advice and participation in Task Forces has increased dramatically with the following:

- Hamilton Harbour;
- Student Housing;
- Second Level Lodging;
- Lot Grading;

5) Changes in Departments requiring our services. In addition to City Council, we also provide advice to the following:

- H.E.C.F.I.
- Hamilton Non-Profit Housing
- Hamilton-Scourge Project
- Health Unit
- Parking Authority
- H.S.P.C.A. (vicious dogs)
- Art Gallery
- Hamilton Civic Hospitals

6) Changes in our Department

Recent staff turnover has necessitated in-house training and has also resulted in the reduction of our numbers by one lawyer (Mr. Eker has not been replaced) requiring frequent re-assignment of work and "doubling-up".

7) Changes in Priorities - Stelco

A recurring problem and what has now become standard practice is changing priorities in order to deal with crisis files. The difficulty is that in doing so, some of the postponed files then become crises themselves. An excellent example of this is the Stelco Land Exchange. In the late 1960's, the City made an agreement with Stelco to exchange certain

lands in order to enable the City to proceed with Industrial Drive. The transaction involves over thirty (30) separate parcels of land, related Agreements and Collateral Agreements. Originally, Mr. McCulloch, formerly of our Office was assigned this file. However, it became secondary to the legal work which was required for the development of Jackson Square. Subsequently, the Stelco file was given to Ms A.K. Meema, formerly of our Department. Again, however, her work was limited because of another major priority, the Copps Coliseum Project. With the retirement of A.K. Meema, Mr. Roszell has assumed carriage of this file. However, his work has been affected by the problems at Copps Coliseum (Defective Pipes) as well as the Lax Property. Nonetheless, the file has now progressed to the point where it is nearing completion and provided there are no further delays or changes in priority, may be completed by this Summer.

C. **CONCLUSION**:

In summary, we have, to date, been able to provide all of the above-mentioned services by selective prioritization of files and basic perseverance of staff. However, expansion of the need for our services without corresponding increases in our budget is analogous to the mouth of a funnel being constantly widened while the size of the spout remains the same. The result is that the output cannot possibly match the demand. Accordingly, a number of files have been postponed to deal with more critical matters. In turn, many of these postponed files are themselves, becoming critical priority items. This cycle can only be broken by budgetary relief.

In other words, our Budget is the minimum required to simply enable us to continue the level of service we now provide. We are requesting increased funding in the form of increased staffing and technical assistance. (Over the years, we have been, deprived of basic equipment such as dictaphones, filing cabinets, computers, etc..) This is not "expansion" but merely to "adjust" to the above-mentioned changes. If however, there are budget cuts or further demands for our services in 1989 without proportionate increases in our budget, we will no longer be able to maintain the current level of service.

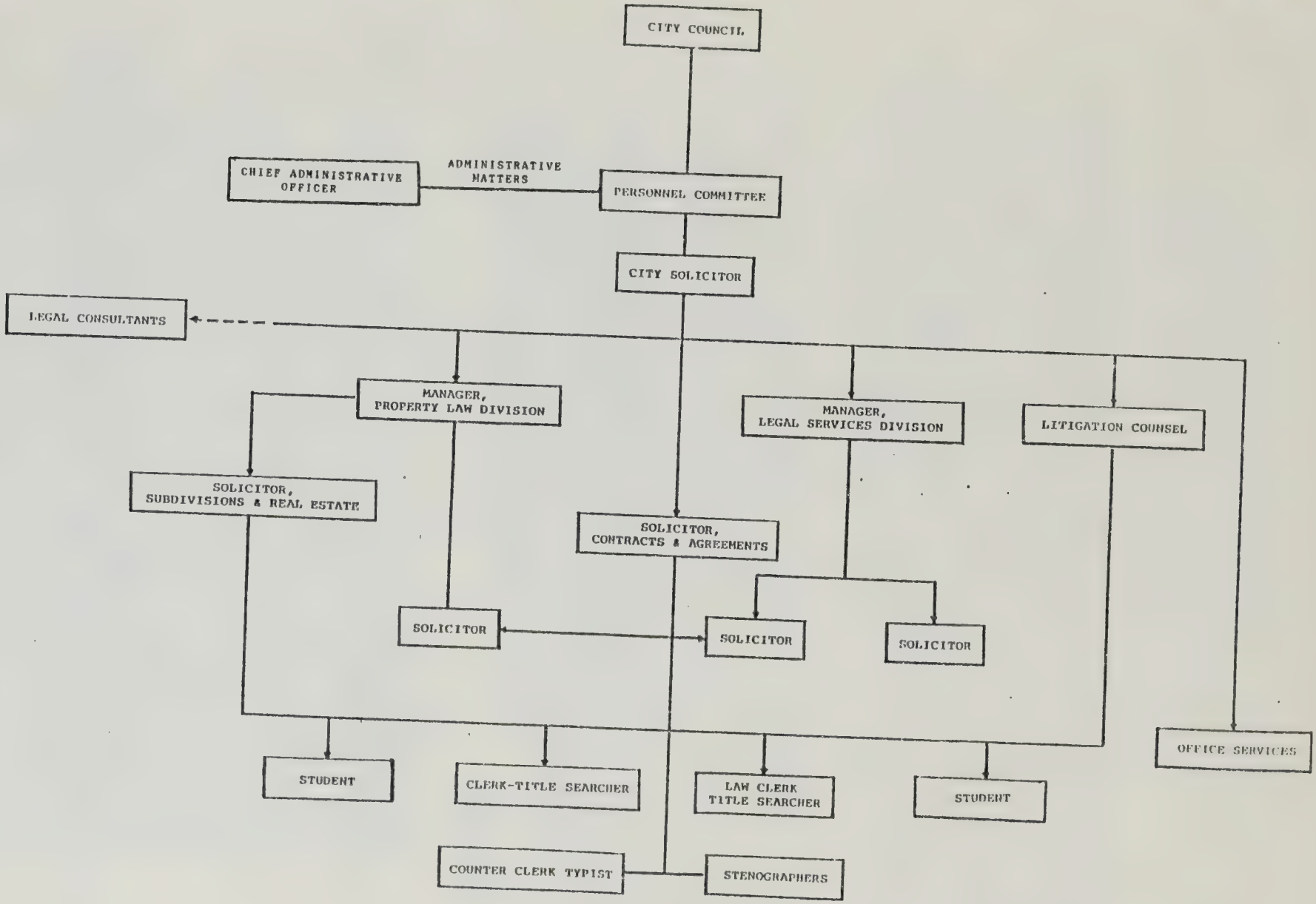
This memo should be read in conjunction with my previous memo to you dated January 11, 1989. In addition, we are attaching a copy of the Organizational Chart for this Department.

K.A. Rouff
City Solicitor

KAR:ead
atth.

c.c. Members of Personnel Committee
Attn: Mrs. S.K. Reeder, Secretary

c.c. Chairman & Members, Finance Committee
Attn: Mr. J.D. Thompson, Secretary


CITY COUNCIL
CHIEF ADMINISTRATIVE OFFICER
ADMINISTRATIVE MATTERS
PERSONNEL COMMITTEE
CITY SOLICITOR
LEGAL CONSULTANTS
MANAGER, PROPERTY LAW DIVISION
MANAGER, LEGAL SERVICES DIVISION
LITIGATION COUNSEL
SOLICITOR, SUBDIVISIONS & REAL ESTATE
SOLICITOR, CONTRACTS & AGREEMENTS
SOLICITOR
SOLICITOR
SOLICITOR
OFFICE SERVICES
STUDENT
CLERK-TITLE SEARCHER
LAW CLERK TITLE SEARCHER
STUDENT
COUNTER CLERK TYPIST
STENOGRAPHERS

4a.

FOR ACTION

REPORT TO: Chairman & Members, Personnel Committee
Attention: Mrs. S. K. Reeder, Secretary

FROM: K.A. Rouff
City Solicitor

DATE: 1989 February 3
COMM FILE:
DEPT FILE: 400-2/89.1
100-12.1

SUBJECT: City Litigation Files - Payment to Ross & McBride for professional services for the Month of September 1988
Amount: $11,234.36

RECOMMENDATION:

That the Account of Ross & McBride, Barristers & Solicitors, dated October 17, 1988, in the amount of $11,234.36 BE APPROVED. This Account covers their litigation services for the City for the month of September 1988.

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*
(see below)

BACKGROUND:

This Invoice results from the law firm of Ross & McBride acting on City Litigation files. The Invoice represents interim legal fees (of $10,735.00 and disbursements (of $499.36) for City Litigation files worked on during the month of September 1988.

At its meeting on August 24, 1988, the Committee requested that it be kept informed of all amounts paid to Ross & McBride (and Mackesy, Smye, Turnbull, Grilli and Jones). In this regard, we would advise as follows:

1. The following is a summary of the amounts paid to Ross & McBride in 1988 to date:

a) Amount paid to Ross & McBride in 1988 prior to this Account			$149,639.21
b) Amount for this Sept.'88 Account -	(Fees)	$10,735.00	
	(Disb.)	$ 499.36	$ 11,234.36
2. TOTAL AMOUNT PAID TO ROSS & McBRIDE IN 1988 TO DATE			$160,873.57
3. TOTAL AMOUNT PAID TO MACKESY, SMYE IN 1988 TO DATE			$ 2,778.25
4. TOTAL AMOUNT PAID TO ROSS & McBRIDE AND TO MACKESY, SMYE FOR 1988 TO DATE			$163,651.82

KAR:ead

K.A. Rouff
City Solicitor

c.c. Mr. E.C. Matthews, City Treasurer

4b.

FOR ACTION

REPORT TO: Chairman & Members, Personnel Committee
Attention: Mrs. S. K. Reeder, Secretary

FROM: K.A. Rouff
City Solicitor

DATE: 1989 February 3
COMM FILE:
DEPT FILE: 400-2/89.1
100-12.1

SUBJECT: City Litigation Files - Payment to Ross & McBride for professional services for the Month of October1988
Amount: $17,379.97

RECOMMENDATION:

That the Account of Ross & McBride, Barristers & Solicitors, dated October 31, 1988, in the amount of $17,379.97 BE APPROVED. This Account covers their litigation services for the City for the month of October 1988.

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*
(see below)

BACKGROUND:

This Invoice results from the law firm of Ross & McBride acting on City Litigation files. The Invoice represents interim legal fees (of $16,503.00 and disbursements (of $876,97) for City Litigation files worked on during the month of October 1988.

At its meeting on August 24, 1988, the Committee requested that it be kept informed of all amounts paid to Ross & McBride (and Mackesy, Smye, Turnbull, Grilli and Jones). In this regard, we would advise as follows:

1. The following is a summary of the amounts paid to Ross & McBride in 1988 to date:

a) Amount paid to Ross & McBride in 1988 prior to this Account			$160,873.57
b) Amount for this Oct.'88 Account -	(Fees)	$16,503.00	
	(Disb.)	$ 876.97	$ 17,379.97
2. TOTAL AMOUNT PAID TO ROSS & McBRIDE IN 1988 TO DATE			$178,253.54
3. TOTAL AMOUNT PAID TO MACKESY, SMYE IN 1988 TO DATE			$ 2,778.25
4. TOTAL AMOUNT PAID TO ROSS & McBRIDE AND TO MACKESY, SMYE FOR 1988 TO DATE			$181,031.79

K.A. Rouff
City Solicitor

KAR:ead

c.c. Mr. E.C. Matthews, City Treasurer

4c.

FOR ACTION

REPORT TO: Chairman & Members, Personnel Committee
Attention: Mrs. S. K. Reeder, Secretary

FROM: K.A. Rouff
City Solicitor

DATE: 1989 February 3
COMM FILE:
DEPT FILE: 400-2/89.1
100-12.1

SUBJECT: City Litigation Files - Payment to Ross & McBride for professional services for the Month of November 1988
Amount: $14,991.22

RECOMMENDATION:

That the Account of Ross & McBride, Barristers & Solicitors, dated November 30, 1988, in the amount of $14,991.22 **BE APPROVED.** This Account covers their litigation services for the City for the month of **November 1988.**

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*
(see below)

BACKGROUND:

This Invoice results from the law firm of Ross & McBride acting on City Litigation files. The Invoice represents interim legal fees (of $12,817.50 and disbursements (of $2,173,72) for City Litigation files worked on during the month of November 1988.

At its meeting on August 24, 1988, the Committee requested that it be kept informed of all amounts paid to Ross & McBride (and Mackesy, Smye, Turnbull, Grilli and Jones). In this regard, we would advise as follows:

1. The following is a summary of the amounts paid to Ross & McBride in 1988 to date:

a) Amount paid to Ross & McBride in 1988 prior to this Account			$178,253.74
b) Amount for this Nov.'88 Account -	(Fees)	$12,817.50	
	(Disb.)	$ 2,173.72	$ 14,991.22
2. TOTAL AMOUNT PAID TO ROSS & McBRIDE IN 1988 TO DATE			$193,244.76
3. TOTAL AMOUNT PAID TO MACKESY, SMYE IN 1988 TO DATE			$ 2,778.25
4. TOTAL AMOUNT PAID TO ROSS & McBRIDE AND TO MACKESY, SMYE FOR 1988 TO DATE			$196,023.01

K.A. Rouff
City Solicitor

KAR:ead

c.c. Mr. E.C. Matthews, City Treasurer

4d.

FOR ACTION

REPORT TO: Chairman & Members, Personnel Committee
Attention: Mrs. S. K. Reeder, Secretary

FROM: K.A. Rouff
City Solicitor

DATE: 1989 January 31
COMM FILE:
DEPT FILE: 400-2/89.1
100-12.1 & (100-12.2)

SUBJECT: City Litigation Files - Payment to Ross & McBride for professional services for the Month of December 1988
Account dated December 30, 1988
Amount: $19,877.25

RECOMMENDATION:

That the Account of Ross & McBride, Barristers & Solicitors, dated December 30, 1988, in the amount of $19,877.25, **BE APPROVED.** This Account covers their litigation services for the City for the month of December 1988.

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*
(see below)

BACKGROUND:

This Invoice results from the law firm of Ross & McBride acting on City Litigation files. The Invoice represents interim legal fees (of $16,517.00 and disbursements (of $3,360.25) for three City Litigation files worked on during the month of December 1988.

At its meeting on August 24, 1988, the Committee requested that it be kept informed of all amounts paid to Ross & McBride (and Mackesy, Smye, Turnbull, Grilli and Jones). In this regard, we would advise as follows:

1. The following is a summary of the amounts paid to Ross & McBride in 1988 to date:

a) Amount paid to Ross & McBride in 1988 prior to this Account			$129,761.96
b) Amount for this Dec.30/88 Account -	(Fees)	$16,517.00	
	(Disb.)	$ 3,360.25	$ 19,877.25
2. **TOTAL AMOUNT PAID TO ROSS & McBRIDE IN 1988 TO DATE**			$149,639.21
3. **TOTAL AMOUNT PAID TO MACKESY, SMYE IN 1988 TO DATE**			$ 2,778.25
4. **TOTAL AMOUNT PAID TO ROSS & McBRIDE AND TO MACKESY, SMYE TO DATE**			$152,417.46

K.A. Rouff
City Solicitor

KAR:ead

c.c. Mr. E.C. Matthews, City Treasurer

FOR ACTION

JAN 5.

REPORT TO: MRS. S. K. REEDER, SECRETARY
PERSONNEL COMMITTEE

FROM: MR. T. BRADLEY, MANAGER
PURCHASING

DATE: 1989 January 25
COMM FILE:
DEPT FILE:

SUBJECT: PURCHASE OF FIRE DEPARTMENT UNIFORM SHIRTS, 1989

RECOMMENDATION

That a purchase order be issued to Empire Shirt Mfg. Co. Ltd., Louiseville, Quebec, for the supply and delivery of Fire Department Uniform Shirts as and when required during 1989, with an option in favour of the City to extend for two addition one year periods, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, as follows:

- White & Blue Short Sleeve Uniform Shirts Senior/Junior Officers, Male & Female	$12.86 each
- White & Blue Long Sleeve Dress Shirts Officers', Male & Female	12.79 "
- White Short Sleeve Officers' Dress Shirts	11.18 "
Provincial sales tax extra at 8%	

NOTE: Lowest of two (2) tenders received. Funds provided in Uniforms, Clothing and Accessories Accounts CH56104-48001 and 48015.

T. Bradley

T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

See above RECOMMENDATION

BACKGROUND

	Empire Shirt	R. Nicholls Dist.
White & Blue Short Sleeve Uniform Shirts Senior/Junior Officers, Male & Female	$12.86 each	$13.34 each
White & Blue Long Sleeve Dress Shirts Officers', Male & Female	12.79 "	14.39 "
White Short Sleeve Officers' Dress Shirts	11.18 "	13.34 "

Provincial sales tax extra at 8%

FOR ACTION

6.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1989 February 7
COMM FILE:
DEPT FILE: FPB

SUBJECT: Revenues - Hamilton Fire Department

RECOMMENDATION:

That the attached Hamilton Fire Department - Fire Prevention Service Fee Schedule be approved.

L G Saltmarsh

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

If the present level of use continues, it is anticipated that the revenue derived from these services may increase to $76,200 in 1989. For budgeting purposes, we have estimated only $60,000.

BACKGROUND:

This revenue source is dependant on the local real estate market. Written confirmations as to whether or not there are any outstanding orders against property is the prime income generator on the attached list.

HAMILTON FIRE DEPARTMENT

FIRE PREVENTION SERVICE FEE SCHEDULE

	PRESENT	PROPOSED	INCREASE
1. Copies of fire reponse reports	$10.00	$15.00	50%
2. Written confirmation as to whether or not there are any outstanding orders against property	$20.00	$25.00	25%
3. Inspection of a property in relation to a proposed purchase or for licence purposes other than municipal licences			
a) Private home day care facilities	$20.00	$30.00	50%
b) 1 and 2 family dwellings	$20.00	$30.00	50%
c) Other occupancies to and including four storeys above grade, including L.L.B.O. licence requests	$50.00	$60.00	20%
d) Other occupancies greater than four storeys and specialized occupanices i.e. shopping malls and industrial complexes will be charged at a rate commensurate with area and/or inspection time involved	$100.00 to $150.00	$100.00 to $300.00	100% top end only

All of the above fees stated in 3(c) and (d) DO NOT include the testing of life support systems which are the reponsibility of the owner in accordance with the Ontario Fire Code.

A cheque or money order made payable to the Corporation of the City of Hamilton and forwarded to the Fire Prevention Bureau, 55 King William Street, 2nd Floor, Hamilton, Ontario L8R 1A2 is to accompany all requests.

All requests respecting the sale or purchase of a premises are to be accompanied by authorization of the present owner permitting the release of the information.

Requests for Items 1 and 2 require 7 days for processing, Item 3 requires 14 days for processing.

7.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: C. A. Lowe
Commissioner of Human Resources

DATE: 1989 February 8
COMM FILE:
DEPT FILE: C-005-89

SUBJECT: The Hand Association of Sewer, Watermain & Road Contractors and the Labourer's International Union of North America, Local 837, Hamilton.

RECOMMENDATION:

Approval of the attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

n/a

C. A. Lowe

The Hand Association of Sewer, Watermain & Road Contractors and the Labourer's International Union of North America, Local 837, Hamilton

Duration of Agreement - January 1, 1989 to December 31, 1990

Schedule "A"

The rates of wages and classifications for employees engaged in sewer and watermain, road building, paving and parking lot construction and all work incidental thereto, covered by this Agreement during the regular day shift shall be the following:

Classification	Jan. 1/89	Jan. 1/90
Labourers, including Wire Mesh and Pump Man 3" disc. & under	$16.38	$17.43
Skilled Labourers including but limited to Concrete Screedmen, Puddlers and Floatmen Etc.	$16.53	$17.58
Concrete Mixer Under 1 Cubic Yard	$16.53	$17.58
Dinky Motor Man, Scrootcrete Driver Rammax, Tramper O.P. remote controlled or otherwise	$16.53	$17.58
Crawler Type Drillman, Powderman	$18.73	$19.78
Rodman Reinforcing Installers	$16.88	$17.93
Asphalt Rakers	$17.38	$18.43
Catch Basin Constructors	$17.13	$18.18
Pipelayers (All Types & Materials)	$17.38	$18.43
Form Setters & Cement Finisher and Grademan	$17.38	$18.43
Man Hole Valve Chamber Constructors	$17.48	$18.53
Curb Setters, Gutter, Brick Setters, Interlock and Stone Paving	$16.88	$17.93
Working Foreman	$18.13	$19.18
Watchman Six Shifts Per Week, Ten (10) hours per shift	$500.00 per week	$530.00 per week
Flagmen	$13.73	$14.78

The Hand Association of Sewer, Watermain & Road Contractors and the Labourer's International Union of North America, Local 837, Hamilton

Welfare Fund:	$1.55 (One Dollar and Fifty-Five Cents) per hour for each hour worked by each employee covered by this Agreement effective January 9, 1989. $1.60 (One Dollar and Sixty Cents) per hour for each hour worked by each employee covered by this Agreement effective January 1, 1990.
Training & Building Fund:	$0.55 (Fifty-Five Cents) per hour for each hour worked by each employee covered by this Agreement.
Pension Fund:	$1.00 (One Dollar) per hour for each hour worked by each employee covered by this Agreement.

SCHEDULE "A1"

This Schedule shall be effective in Area 5 as described by Ontario Labour Relations Board, LESS the Townships of North and South Grimsby in the County of Lincoln and Nanticoke Industrial Park including Stelco and Texaco Properties in the county of Haldimand. The rates of Wages and Classifications for employees engaged in sewer and watermain road building, paving and parking lot construction regular day shift shall be the following:

CLASSIFICATION	Jan. 1/89	Jan. 1/90
Labourers, including Wire Mesh and Pump Man 3" disc and under	$14.68	$15.73
Skill Labourers, including but not limited to concrete Screedmen, Puddlers, and Floatmen etc.	$14.83	$15.88
Concrete Mixer under 1 Cubic Yard	$14.83	$15.88
Dinky Motor Man, Scootcrete Driver	$14.83	$15.88
Rammax, Tramper O.P. Remote Controlled or otherwise	$14.83	$17.23
Crawler Type Drillman, Powderman	$16.18	$17.23
Rodman Reinforcing Installers	$15.18	$16.73
Asphalt Rakers	$15.68	$16.48
Catch Basin Constructors	$15.43	$16.73
Pipelayers (All types & materials)	$15.68	$16.73
Form Setters, Cement Finishers, and Grademan	$15.68	$16.73
Man Hole Valve Chamber Constructors	$15.78	$16.83
Gutter Brick Setters, Curb Setter	$15.18	$16.23
Working Foreman	$16.43	$17.48
Watchman Six Shifts per week, Ten (10) hours per shift	$410.00 per week	$450.00 per week
Flagmen	$12.23	$13.38

SCHEDULE "B"

The Schedule shall be effective in board Area 26 and 5 as described by Ontario Labour Relation Board, including the Nanticoke Industrial Park including Stelco and Texaco Properties in the County of Haldimand. The rates of wages and classification for employees engaged in Bridge Building, including pedestrian bridges, underpasses and overpasses. Retaining walls and abutments associated with bridges, underpasses and overpasses. All structures in connection with dams, docks, wharves and break-waters. Precast rip-rap installations and all slopes retaining work directly associated with bridge construction. Structural work on reservoirs. Pile driving caisson and underpinning. Structures on transit systems (Heavy rail or light rail) and on expressways. Structures involved in river channelization and flood control projects, except structural work traditionally carried out by the roads or sewers industry. Box culverts. Field precast manufacturing operations. Erection, installation and finishing of precast concrete products directly associated with heavy Engineering construction, covered by this Agreement during the regular day shift work hours, shall be the following:

CLASSIFICATION	Jan. 1/89	Jan. 1/90
Labourers, including Carpenters Helpers, Form Strippers (All Types) including the complete stripping of materials to be reused (wood or otherwise)	$17.03	$18.08
Scaffold Erectors (All Types) and Dismantlers	$17.03	$18.08
Fence Erectors (Chain Link, Guard Rail Etc.)	$17.03	$18.08
Pumpman 3" disc. and under	$17.03	$18.08
Rammax - Tramper O.P. Remote controlled or otherwise	$17.18	$18.23
Skilled Labourers, including but not limited to Concrete Smoothers, Patchers, Puddlers and Floatmen	$17.18	$18.23
Operators of all machine driven tools by gas, electricity and air in open cut work	$17.18	$18.23
Powderman, Crawler Type Driller	$19.03	$20.08
Crane Signalman	$17.18	$18.23
Sheeting & Shoring and Timber-man	$17.18	$18.23
Form Setters	$18.03	$19.08
Rodman	$17.78	$18.83

SCHEDULE "B" CONTINUED

CLASSIFICATION	Jan. 1/89	Jan. 1/90
Concrete Finishers & Grademan	$17.83	$18.88
Piling Driving (All Types and all Operations Related thereto)	$17.28	$18.33
Working Foremen	$18.78	$19.83
Watchmen Six Shifts per week, Ten (10) hours per shift	$500.00 per week	$530.00 per week
Flagmen	$13.23	$14.28

Welfare Fund: $1.55 (One Dollar and Fifty-Five Cents) per hour for each hour worked by each employee covered by this Agreement effective January 9, 1989.

$1.60 (One Dollar and Sixty Cents) per hour for each hour worked by each employee covered by this Agreement effective January 1, 1990.

Training & Building Fund: $0.55 (Fifty-Five Cents) per hour for each hour worked by each employee covered by this Agreement.

Pension Fund: $1.00 (One Dollar) per hour for each hour worked by each employee covered by this Agreement.

SCHEDULE "C"

The rates of wages and classifications for employees engaged in mining and tunnelling operations, covered by this Agreement during the regular day shift work hours, shall be the following:

CLASSIFICATIONS	Jan. 1/89	Jan. 1/90
Labourers	$17.38	$18.43
Underground Labourers	$17.68	$18.73
Reinforced Concrete Workers	$17.68	$18.73
Smoothers, Puddlers, Screedman, Floatmen, Form Setters, Pipelayers, (All Types & Materials)	$17.68	$18.73
Concrete Leader	$17.93	$18.98
Concrete Mixer Man (1 Cubic Yard & Under)	$17.68	$18.73
Pumpman (3" Disc. & Under)	$17.38	$18.43
Scootcrete, Farmtractor & Locomotive Drivers	$17.68	$18.73
Pit Bottom Man, Deck Man & Signal Man	$17.38	$18.43
Pile Driving all types & All operations related thereto	$18.03	$19.08
Miners, Drillers, Mucking Machine and Slusher	$18.18	$19.23
Muckers and Miners Helpers Conveyor Belt Attendant	$17.68	$18.73
Shield Drivers and Mole Drivers	$18.43	$19.48
Lead Miner	$18.43	$19.48
Powderman	$18.48	$19.53
Fence Erectors	$18.38	$19.43
Grout Machine Man and Welder	$18.18	$19.23
Diamond Driller, Drill Docker and Steel Sharpener	$18.18	$19.23

SCHEDULE "C" CONTINUED

CLASSIFICATIONS	Jan. 1/89	Jan. 1/90
Scooptran Driver, Cage Tender and Trackman	$17.68	$18.73
Pressweld and concrete Pumpman	$17.68	$18.73
Working Foreman	$17.98	$19.03
Watchman and Dryman	$16.58	$17.63

PREMIUM RATES AND COMPRESSED AIR

The following sliding scale of premium rates apply to workers in compressed air. These rates are non-cumulative.

AIR PRESSURE	PREMIUM PER SHIFT
1 lb. to 14 lbs.	$10.90
15 lbs. to 20 lbs.	$12.70

Welfare Fund: $1.55 (One Dollar and Fifty-Five Cents) per hour for each hour worked by each employee covered by this Agreement effective January 9, 1989.

$1.60 (One Dollar and Sixty Cents) per hour for each hour worked by each employee covered by this Agreement effective January 1, 1990.

Training & Building Fund: $0.55 (Fifty-Five Cents) per hour for each hour worked by each employee covered by this Agreement.

Pension Fund: $1.00 (One Dollar) per hour for each hour worked by each employee covered by this Agreement.

8.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: C. A. Lowe
Commissioner of Human Resources

DATE: 1989 February 8
COMM FILE:
DEPT FILE: C-006-89

SUBJECT: Appointments to and Terminations from Permanent positions with the Corporation to February 08, 1989.

RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*

n/a

BACKGROUND:

Chuck Lowe
C. A. Lowe

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Lynda E. Ames	Office Manager III (O)	Property Maintenance (division of Property)	replacing Ms. M. Long - retired	$27,278.68 to $32,060.60	$27,278.68 per annum (1 of 5)	Feb. 16, 1989
Mr. Frank Biancucci	Fire Safety Officer (C-7A)	Fire	replacing Mr. D. Williams - promoted	$44,429.54	$44,429.54 per annum	Jan. 16, 1989
Mr. Fred Calcagni	Programmer I (A-17)	Information Systems	approved Nov. 1, 1988	$707.82 to $845.62	$707.82 per week (1 of 5)	Jan. 09, 1989
Ms. Lorraine Campbell	Stenographer III (E-3)	Property Maintenance (division of Property)	replacing Ms. L. Ames - promoted	$361.95 to $391.04	$375.12 per week (2 of 3)	Jan. 09, 1989
Ms. Linda J. Cooper	Receipts Clerk III (E-4)	Treasury	replacing Ms. D. Marsh - promoted	$397.31 to $425.83	$397.31 per week (1 of 3)	Jan. 23, 1989
Ms. Maryann Cuthbert	Stenographer I (E-5)	City Clerk's	replacing Ms. D. McGuire - promoted	$406.87 to $457.46	$406.87 per week (1 of 4)	Jan. 09, 1989
Mr. James Davis	Utilities Maintenance/ Operator (M-15)	Central Utilities Plant (division of H.E.C.F.I.)	replacing Mr. C. Ruscinski - promoted	$14.637	$14.637 per hour (1 of 1)	Jan. 09, 1989

Prepared 08 February 1989

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Ralph Denardis	Programmer I (A-17)	Information Systems	approved Nov. 1, 1988	$707.82 to $845.62	$765.61 per week (3 of 5)	Jan. 09, 1989
Ms. Sandra Hutcheon	Taxation Clerk IV (E-4)	Treasury	replacing Ms. H. Fotheringham - retired	$397.31 to $425.83	$410.00 per week (2 of 3)	Jan. 23, 1989
Mr. William G. Johnson	Yard Attendant (D-11)	Public Works	replacing Mr. A. Giannotti - resigned	$12.391 to $12.591	$12.391 per hour (1 of 2)	Jan. 30, 1989
Ms. Mary MacKay	Switchboard Operator (A-3)	City Clerk's	replacing Ms. L. Parlee - resigned	$394.30 to $447.93	$394.30 per week (1 of 4)	Jan. 16, 1989
Ms. Mary Markham	Supervisor Gift Shop (Dundurn Castle) (R-1)	Culture & Recreation	replacing Ms. D. Iles - resigned	$8.694	$8.694 per hour (1 of 1)	Jan. 02, 1989
Ms. Silena McEwen	Booking Co-ordinator/ Secretary (8)	Convention Centre (division of H.E.C.F.I.)	replacing Ms. M. Mogford - resigned	$20,105.80	$20,105.80 per annum	Jan. 16, 1989
Mr. Ronald McInnis	Small Equipment Repairman/Woman/ Attendant (D-12)	Public Works	additional staff approved by City Council June 28, 1988	$12.978 to $13.178	$13.178 per hour (2 of 2)	Jan. 02, 1989

Prepared 08 February 1989

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Audrey O'Sullivan	Receptionist-Secretary (5)	Convention Centre (division of H.E.C.F.I.)	replacing Ms. S. McEwen - promoted	$17,171.44	$17,171.44 per annum	Feb. 06, 1989
Ms. Linda Raike	Typist Clerk II (E-2)	Treasury	replacing Ms. L. Juchniewicz - promoted	$339.51 to $365.75	$339.51 per week (1 of 3)	Feb. 06, 1989
Mr. Nick Roundis	Preventive Maintenance Co-ordinator (N)	Property Maintenance (division of Property)	replacing Mr. F. Eckenrath - retired	$30,321.72 to $35,755.72	$30,321.72 per annum (1 of 5)	Jan. 05, 1989
Mr. Brian Schweitzer	Lieutenant (C-7)	Fire	replacing Mr. G. Desjarlais - promoted	$44,429.54	$44,429.54 per annum	Jan. 22, 1989
Mr. Robert Shaw	Lieutenant (C-7)	Fire	replacing Mr. D. Hildrop - retired	$44,429.54	$44,429.54 per annnum	Jan. 22, 1989
Mr. Ronald Thornberry	Programmer I (A-17)	Information Systems	approved Nov. 1, 1988	$707.82 to $845.62	$765.61 per week (3 of 5)	Jan. 09, 1989
Ms. Janice L. Tomkins	Accident Report Clerk (E-4)	Traffic	replacing Ms. J. Berestecki - promoted	$397.31 to $425.83	$410.00 per week (2 of 3)	Jan. 09, 1989
Mr. John Verbeek	Fire Safety Officer (C-7A)	Fire	replacing Mr. R. E. Gay - retired	$44,429.54	$44,429.54 per annum	Jan. 16, 1989

Prepared 08 February 1989

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Mr. Bernardo Agro	Inspector	Building	Resigned	4 years	February 03, 1989
Mr. G. Bolger	Caretaker	Property Maintenance (division of Property)	Terminated	9 years, 7 months	January 03, 1989
Ms. Helen Fotheringham	Taxation Clerk IV	Treasury	Retired	27 years, 2 months	January 31, 1989
Mr. Alfredo Giannotti	Yard Attendant	Public Works	Resigned	10 months	December 19, 1988
Mr. Nick Hryhoriw	Handyman	Central Utilities Plant (division of H.E.C.F.I.)	Retired	9 years, 3 months	January 31, 1989
Mr. Gord Kudlowich	Motor Mechanic	Central Garage (division of Public Works)	Resigned	2 years, 2 months	February 03, 1989
Ms. Mona Long	Office Manager	Property Maintenance (division of Property)	Retired	29 years, 2 months	February 01, 1989
Mr. William Nagy	Foreman II (Cleaning Operations)	Public Works	Retired	21 years, 8 months	January 31, 1989
Ms. Janice Tomkins	Accident Report Clerk	Traffic	Resigned	14 years, 2 months	January 20, 1989

Prepared 08 February 1989

9.

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1989 February 8
COMM FILE:
DEPT FILE: FPB - 4797

SUBJECT: By-Law #4797 known as "The Building By-Law", "Relating to the better protection of persons and property from unsafe conditions as regards danger from fire".

BACKGROUND: *As a result of a challenge by a Solicitor arising from a charge laid pursuant to the subject By-Law, Mr. Peter A. Barkwell of the City Solicitor's Office has advised K.K. Kiernan, Chief Fire Prevention Officer, that By-Law #4797, as amended, was superseded and rendered invalid by Section 18a(4) of the Ontario Fire Marshal's Act.*

Mr. Barkwell has explained in detail the reasoning behind his opinion that By-Law #4797 is of no force and effect.

The principal reason for his opinion is that the Fire Marshal's Act, Section 18a(4) states, "The Fire Code supercedes all municipal By-Laws respecting fire safety standards for buildings and other structures and premises."

This opinion is further bolstered by the fact that certain municipal By-Laws were specifically exempted from being superseded. In Section 20(2) of the Fire Marshal's Act, a specific provision was made for municipal By-Laws respecting the keeping and manufacturing of explosives to be preserved if their standards were more stringent then those set out in the Fire Code.

As a result, Mr. Barkwell states, "It is no longer appropriate or legally possible to proceed with any further prosecutions under By-Law #4797."

-Continued-

Some Short Term affects of the foregoing are:

- *Withdrawal of 4797 charges presently laid.*
- *Re-issuance of orders using the Fire Marshal's Act authority for matters not addressed in the Fire Code.*
- *Re-organization and education of staff regarding new enforcement procedures.*
- *Extension of time to achieve compliance with outstanding fire safety requirements deemed necessary for the protection of life and property as a result of having to re-issue orders which must provide reasonable time for the owner to comply.*

Some Long Term affects of the foregoing are:

- Resolution of certain problems such as premises being vacant and open to trespass will take more time as the Provincial Legislation has longer time frames than did the By-Law.
- Uniformity of enforcement authority will be less confusing to building owners.
- The possibility of higher fines upon conviction under the Fire Marshal's Act may prompt owners to be more compliant and also have a greater deterrent effect.

CONCLUSION: Be advised that this procedural change will not result in a lower standard of enforcement with regard to matters respecting fire safety.

LGS:ce

L.G. Sulfmann

10.

LIST OF OUTSTANDING COMMITTEE ITEMS

PERSONNEL COMMITTEE

ITEM	ORIGINAL DATE	ACTION	STATUS
Establishing Procedure for Exit Interviews	1988 June 22	Commissioner of Human Resources	Pending Report
Child Care for Regional and City Employees	1989 January 26	Alderman Christopherson	Pending Report
Firefighters Report	1988 November 23	Fire Chief and Commissioner of Human Resources	Pending Report
Review and presentation to Committee of Department Policies and Procedures	1988 December 20 (Chairman)	Commissioner of Human Resources	Pending Report
		Fire Chief	Pending Report
		City Solicitor	Pending Report
Tour of Fire Stations	1989 January 25	Chief Saltmarsh Committee Secretary	Tour to be arranged for Spring 1989

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 March 17

NOTICE OF MEETING

Personnel Committee
Wednesday, 1989 March 22
9:30 o'clock a.m.
Room 233, City Hall

Susan K. Reeder
Secretary

SKR:dbm

AGENDA

1. Chairman's Remarks.

2. Minutes of the meetings held Wednesday, 1989 February 22, Friday, 1989 February 24, and Monday, 1989 March 13.

3. Continuation of discussion from the Special Meeting of the Personnel Committee held on 1989 March 13th with respect to correspondence from the lawyers in the City Solicitor's Office dated 1989 March 1st - Ivor Wynne Stadium - Proposed Lease to D. O. Braley, In Trust.

   (a) Correspondence - lawyers, City Solicitor's Office - dated 1989 March 14 - D. O. Braley - Hamilton Tiger-Cat Football Club matter.

   (b) Correspondence - lawyers, City Solicitor's Office - dated 1989 March 14 - Special Personnel Committee Meeting held on 1989 March 13 - Ivor Wynne Stadium re: proposed lease to D. O. Braley, In Trust.

4. 1989 Current Budget Estimates and Ranked Packages.

   (a) Correspondence - Ross & McBride - dated 1989 February 28 - City litigation files.

   (b) Correspondence - City Solicitor - dated 1989 March 8 - 1989 Budget - Special Meeting of Council, Friday, 1989 March 10.

CITY SOLICITOR

5. Payment of Account - Ross & McBride - for the month of 1989 February - $53,326.49.

FIRE CHIEF

6. Revenues - Hamilton Fire Department.

   (a) Report - Fire Chief - Comparisons.

COMMISSIONER OF HUMAN RESOURCES

7. Pay grade assignments for non-union positions in the Public Works Department.

8. Leave of Absence - Vince Gulotta - Cemetery Division, Public Works Department.

9. Appointments to and terminations from Permanent Positions with the Corporation of the City of Hamilton.

   (a) To 1989 March 7.

   (b) To 1988 November 25.

10. Policy on Personal Harassment in the Workplace.

MAYOR'S RACE RELATIONS COMMITTEE

11. Recruitment of Visible Minorities and Women into the Workforce - City of Hamilton.

INFORMATION ITEMS (NO ACTION REQUIRED)

12. Fire Chief - 1989 Disaster Management Conference - Hamilton.

13. City Solicitor - Payment of Account - Ross & McBride - month of 1989 January - $8,503.69.

14. City Solicitor - Payment of Account - Mackesy, Smye, Turnbull, Grilli & Jones - Delmar vs. City - account dated 1989 January 20 - $600.00.

15. City Solicitor's Office - letter dated 1989 March 2 - Job Descriptions - Union Local 167 - City Solicitor's Department, Secretaries Salaries.

16. List of Outstanding Committee Items.

IN CAMERA AGENDA

A. Minutes of the meeting held Wednesday, 1989 February 22.

B. List of Outstanding Committee Items - IN CAMERA.

17. Other Business.

18. Adjournment.

1.

Wednesday, 1989 February 22
9:30 o'clock a.m.
Room 233, City Hall

The Personnel Committee met.

There were present:
Alderman B. Hinkley, Chairman
Alderman T. Jackson, Vice-Chairman
Mayor Robert M. Morrow
Alderman J. Gallagher
Alderman T. Cooke
Alderman D. Agostino
Alderman V. Agro
Alderman D. Christopherson

Regrets:
Alderman T. Murray - Vacation

Also present:
Alderman H. Merling
Alderman F. Lombardo
Alderman G. Copps
Mr. L. Sage, Chief Administrative Officer
Mr. E. Matthews, City Treasurer
Chief Saltmarsh, Fire Department
Mrs. C. Lowe, Commissioner of Human Resources
Mrs. D. Jones, Human Resources
Mr. J. Johnson, Human Resources
Mr. R. Hammel, Treasury Department
Mr. P. Hooker, Acting City Solicitor
Mr. R. Roszell, City Solicitor's Department
Mr. R. Joyce, Fire Department
Mr. K. Beattie, Treasury Department
Mr. J. Roy, M.B.A. Student, Treasury Department
Mr. J. Ross, C.A.O.'s Office
Mr. J. Pavelka, Director of Public Works
Mrs. Susan K. Reeder, Secretary

Chairman's Remarks.

The Chairman gave opening remarks to the Committee on the meeting agenda before them.

Minutes - 1989 January 25 1989 January 26

The Committee was in receipt of minutes of their meetings held Wednesday, 1989 January 25 and Thursday, 1989 January 26. The Committee agreed to APPROVE these minutes.

Report - Role of the City Solicitor's Department.

The Committee was in receipt of a report from the City Solicitor dated 1989 February 7 respecting the Role of the City Solicitor's Department.

Mr. P. Hooker, and Mr. R. Roszell of the City Solicitor's Department addressed the Committee with respect to this memorandum.

General discussion then ensued on this memorandum with discussion between the City Solicitor's Department representatives and members of the Committee on some of the difficulties, i.e. equipment shortage, etc. that their Department is experiencing.

Payment of Accounts - Litigation files Ross & McBride.

The Committee was in receipt of reports from the City Solicitor respecting City Litigation Files - Payment to Ross & McBride, for professional services for the months of 1988 September, 1988 October, 1988 November, and 1988 December.

The Committee APPROVED the following:

That the accounts of Ross & McBride, Barristers & Solicitors for providing litigation services for the City of Hamilton for the following months BE APPROVED:

(a)	Account dated 1988 October 17th to provide services for the month of 1988 September	$11,234.36
(b)	Account dated 1988 October 31st to provide services for the month of 1988 October	$17,379.97
(c)	Account dated 1988 November 30th to provide services for the month of 1988 November	$14,991.22
(d)	Account dated 1988 December 30th to provide services for the month of 1988 December	$19,877.25

Purchase of Fire Department Uniform Shirts for 1989.

The Committee was in receipt of a report from the Manager of Purchasing dated 1989 January 25 respecting the Purchase of Fire Department Uniform Shirts for 1989.

The Committee APPROVED the following:

That a purchase order be issued to Empire Shirt Mfg. Co. Ltd., Louiseville, Quebec, for the supply and delivery of Fire Department Uniform Shirts as and when required during 1989, with an option in favour of the City to extend for two additional one year periods, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender, as follows:

- White & Blue Short Sleeve Uniform Shirts Senior/Junior Officers, Male & Female	$12.86 each
- White & Blue Long Sleeve Dress Shirts Officers', Male & Female	12.79 "
- White Short Sleeve Officers' Dress Shirts	11.18 "

Provincial Sales tax extra at 8%

NOTE: Lowest of two (2) tenders received. Funds provided in Uniforms, Clothing and Accessories Accounts CH56104-48001 and 48015.

Revenues - Hamilton Fire Department.

The Committee was in receipt of a report from the Fire Chief dated 1989 February 7 respecting Revenues - Hamilton Fire Department.

Discussion ensued on this matter and questions were made to the Fire Chief on what fees are charged by other municipalities of a similar size.

Following further discussion on this matter, it was agreed that this item BE TABLED in order that the Fire Chief can bring back a comparison report on fees charged by other municipalities of a similar size.

Agreement - The Hand Assocation of Sewer, Watermain & Road Contractors and The Labourer's International Union of North America, Local 837.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 February 8 respecting an Agreement between The Hand Association of Sewer, Watermain and Road Contractors and The Labourer's International Union of North America, Local 837, Hamilton.

The Committee APPROVED the following:

That the Agreement between The Hand Association of Sewer, Watermain and Road Contractors and The Labourer's International Union of North America, Local 837, Hamilton for the period of 1989 January 1 to 1990 December 31, as outlined in the Schedule attached herewith and marked APPENDIX "A", BE APPROVED.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 February 8 respecting Appointments to and Terminations from Permanent positions with the Corporation of the City of Hamilton to 1989 February 8.

Appointments to and Terminations from positions to 1989 Feb.8.

The Committee **APPROVED** the following:

> That the Appointments to and Terminations from Permanent positions with the Corporation of the City of Hamilton to 1989 February 8, as referenced in the Schedule attached herewith and marked **APPENDIX "B"**, **BE APPROVED**.

The Committee was in receipt of an Information Report from Fire Chief Saltmarsh dated 1989 February 8 respecting By-law No. 4797 known as "The Building By-law", "Relating to the better protection of persons and property from unsafe conditions as regards danger from fire" and some procedural changes required to this By-law".

Information Report re: The Building By-law.

The Committee agreed to **RECEIVE** this Information Report.

The Committee was in receipt of a List of Outstanding Committee Items for the Personnel Committee and agreed to **RECEIVE** this List.

List of Outstanding Items.

Alderman Jackson requested that at a future meeting a presentation be arranged on the topic of Employment Equity and the Committee **AGREED** that arrangements be made for this presentation.

Presentation - Employment Equity

The Committee then moved into an **IN-CAMERA** session to discuss matters of a Private and Confidential nature.

IN-CAMERA

The Committee then reconvened to open-session to discuss the 1989 Expenditure Estimate for Departmental Budgets.

Budget.

The Committee was in receipt of a Letter of Transmittal from Fire Chief Saltmarsh dated 1989 February 16 respecting the 1989 Hamilton Fire Department Budget Estimates.

Fire Department Budget.

Fire Chief Saltmarsh outlined the Budget requests contained in his submission.

Discussion ensued on the request for a Fax machine and discussion continued on that issue.

The Committee then agreed that they would **TABLE** the request of the Fire Department for the obtaining of a Fax machine and agreed that a recommendation be sent to the Finance Committee recommending that the Purchasing Department review all requests for Fax machines and report back on the best possible method of implementation of their use in Civic Departments.

The Committee reviewed the amount contained in Account No. 0341-0113 - Water Rates and Sewer Surcharges. The Committee questioned how this figure was obtained and requested a report back on how these calculations are arrived at.

The Committee then reviewed the 1989 Budget request for the Human Resources Centre.

Human Resources Budget.

The Commissioner of Human Resources outlined the Budget request and the 1989 Budget priorities. The Committee discussed these Budget priorities in great detail and **AGREED** that an amount of $75,000. be reduced from the Budget request of the Human Resources Commissioner and that the Commissioner be given the opportunity to make that reduction as she sees most appropriate.

The Committee **AGREED** that as the hour was drawing close to other meetings and the Committee was at the point of losing a quorum that a special meeting be held on Friday, 1989 February 24 at 8:30 o'clock a.m. to review the Budget submission of the City Solicitor's Department.

Special Meeting required.

The Committee then moved into an **IN-CAMERA** session to discuss a matter of a Private and Confidential nature.

IN-CAMERA

Adjournment.

There being no further business in the regular agenda, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN
PERSONNEL COMMITTEE

Susan K. Reeder
Secretary
1989 February 22

Friday, 1989 February 24
8:30 o'clock a.m.
Room 233, City Hall

A special meeting of the Personnel Committee was held.

There were present: Alderman B. Hinkley, Chairman
Alderman T. Jackson, Vice-Chairman
Alderman D. Christopherson
Alderman J. Gallagher
Alderman T. Cooke

Regrets: Mayor Robert M. Morrow
Alderman V. Agro
Alderman D. Agostino
Alderman T. Murray

Also present: Mr. L. Sage, Chief Administrative Officer
Mr. P. Hooker, Acting City Solicitor
Mr. R. Roszell, City Solicitor's Department
Mr. R. Hammel, Treasury Department
Mr. J. Roy, M.B.A. Student, Treasury Department
Mrs. Susan K. Reeder, Secretary

Correspondence - Ross & McBride - Litigation services. Response - City Solicitor's Department.

The Committee was in receipt of a letter from Mr. Plant and Mr. Charlton, Ross & McBride, Barristers & Solicitors dated 1989 February 20 respecting litigation and legal services for the year 1989.

The Committee was also in receipt of a letter of response to this letter from Mr. R. Roszell, City Solicitor's Department commenting on the letter from Ross & McBride.

1989 Current Estimates - City Solicitor's Department.

The Committee was in receipt of the letter of transmittal from the City Solicitor dated 1989 January 11 respecting the 1989 Current Estimates for the City Solicitor's Department.

Mr. P. Hooker, Acting City Solicitor, outlined the Budget request contained in the submission.

It was acknowledged that the request for a Fax machine has been **TABLED** since all requests will be going through the Finance Committee for review on the best possible method of implementation of the use of Fax machines in Civic Departments.

The Committee discussed the issues surrounding the City Solicitor's submission in great length.

Comparison of Regional and City Legal Secretary's salaries.

Mr. P. Hooker indicated that there is morale frustration on the part of the clerical staff when Legal Secretaries from the Region earn more than Legal Secretaries employed by the City. Mr. Hooker circulated a job posting for the position of Administrative Clerk Co-Ordinator of the Department of Legal Services for the Region for the Committee's information.

Short-term relief for equipment.

The Committee agreed that there was a need for short-term relief for the purchase of equipment such as filing cabinets, shredder, dictaphones, etc. and **APPROVED** the following:

> That an amount of $20,000. be approved as short-term relief for the City Solicitor's Department to purchase equipment such as filing cabinets, shredder, dictaphones, etc.

Return of Litigation files.

The Committee also discussed in great length the handling of the City's Litigation Files and it was agreed that the Litigation Files **BE RETURNED** to the City Solicitor's Department for handling and that as a result of this move, the following take place:

(a) That one additional Litigation Lawyer be hired, and one Clerical Staff person be hired; and

(b) That the amount for Consultant fees be reduced to $200,000.

NOTE: It was agreed that the Consultant's amount requested be left in place until new staff is hired, at which time amount transfers can be made between the salary account and the Consultant's fee account; and

(c) That one Law student be eliminated from the Budget request.

The Committee then **APPROVED** the above-noted amendments to the Budget Estimates for the City Solicitor's Department.

Adjournment.

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN
PERSONNEL COMMITTEE

Susan K. Reeder
Secretary
1989 February 24

Monday, 1989 March 13
9:00 o'clock a.m.
Room 233, City Hall

A special meeting of the Personnel Committee was held.

There were present: Alderman B. Hinkley, Chairman
Alderman T. Jackson, Vice-Chairman
Alderman T. Cooke,
Alderman D. Christopherson
Alderman D. Agostino
Alderman J. Gallagher
Alderman T. Murray
Alderman V. Agro

Regrets: Mayor Robert M. Morrow

Also present: Alderman J. Smith
Alderman W. McCulloch
Alderman M. Kiss
Alderman G. Copps
Alderman D. Drury
Alderman F. Lombardo
Alderman H. Merling
Mr. L. Sage, Chief Administrative Officer
Mrs. C. Lowe, Commissioner of Human Resources
Mrs. D. Jones, Human Resources
Mr. K. Rouff, City Solicitor
Mr. W. Hubar, City Solicitor's Department
Ms. L. Lawrence, City Solicitor's Department
Mr. L. Farr, City Solicitor's Department
Mr. R. Roszell, City Solicitor's Department
Mr. P. Hooker, City Solicitor's Department
Mr. P. Barkwell, City Solicitor's Department
Mr. D. Powers, City Solicitor's Department
Mr. B. Loreto, City Solicitor's Department
Mr. E. Matthews, City Treasurer
Mrs. Susan K. Reeder, Secretary

Opening Remarks.

Alderman Hinkley opened the meeting with comments on how he envisions the meeting proceeding.

Process of meetin deliberation

General discussion ensued on the process of proceeding in this meeting and it was moved by Alderman Christopherson, seconded by Alderman Jackson and CARRIED:

(a) That the Committee deal with the comments made in public by Mayor Morrow with respect to the City Solicitor's Department, and not the substance of the statement; and

(b) That any other issues respecting these statements should be dealt with in an In-Camera forum.

Correspondence from Solicitors in the City Solicitor's Offic

The Committee then discussed the correspondence received from Mr. P. Hooker, Mr. D. Powers, Mr. R. Roszell, Mr. L. Farr, Ms. L. Lawrence, Mr. P. Barkwell, Mr. B. Loreto, and Mr. W. Hubar of the City Solicitor's Department dated 1989 March 1 with respect to statements made at a City Council meeting on 1989 February 14 respecting the Proposed Lease to D. O. Braley, In Trust, Ivor Wynne Stadium.

Mr. P. Hooker of the City Solicitor's Department addressed the Committee with reference to the above-noted letter.

Considerable discussion ensued on this matter by the Committee.

Correspondence from the Mayor.

A letter was read by the Chairman from Mayor Morrow dated 1989 March 13th which stated the following:

> "I wish to inform you that I did not receive a copy of the Personnel Committee Agenda for the special meeting this morning and that is the reason for my absence".

The Committee asked the Committee Secretary for a report on this matter and the Committee Secretary advised that notices of the special meeting had been delivered to all members of the Committee, including Mayor Morrow, in the usual fashion, late afternoon of Monday, 1989 March 6.

Following some discussion on this matter it was moved by Alderman Christopherson, seconded by Alderman Jackson and carried to RECEIVE the Mayor's letter.

Resolution to be forwarded to City Council.

Discussion then ensued and it was moved by Alderman Murray, seconded by Alderman Jackson and carried to APPROVE the following recommendation:

> **WHEREAS** charges of insubordination against the City Solicitor's Department has been made by the Head of the Council of the Corporation of the City of Hamilton, namely, Mayor Robert M. Morrow;
>
> **AND WHEREAS** these charges were made at a public meeting of City Council held on Tuesday, February 28th, 1989;
>
> **AND WHEREAS** any question of insubordination between employees and the Corporation is a private, personal and personnel matter, and should be pursued in private with the employee and the employee's supervisor or the appropriate committee of City Council;
>
> **AND WHEREAS** City employees are unable to properly defend themselves in a public forum and are not permitted to state their reasons for their actions;
>
> **THEREFORE** the Personnel Committee recommends that City Council disassociate itself with the "manner" and "method" used by Mayor Morrow to charge the City's Solicitors with insubordination.

Recorded vote:

Yeas: Alderman Cooke, Hinkley, Christopherson, Jackson, Murray

Nays: Alderman Gallagher, Agro

Continue discussion at next meeting.

The Committee continued their discussion, and as the hour was drawing close to another Standing Committee meeting time, it was moved by Alderman Christopherson, seconded by Alderman Jackson and CARRIED that the discussion continue at the next regular meeting of the Personnel Committee to be held on Wednesday, 1989 March 22.

Adjournment.

The meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN
PERSONNEL COMMITTEE

Susan K. Reeder
Secretary
1989 March 13

3.

Corporation of the City of Hamilton

Memorandum

****

TO: Alderman B. Hinkley, Chairman
Personnel Committee

YOUR FILE:

FROM: P.R.A. Hooker, D.A. Powers, R.C. Roszell
L.E. Farr, L. Lawrence, P.A. Barkwell
B.J. Loreto, W.J. Hubar, Q.C.
City Solicitor's Office

OUR FILE: 1-59.12

SUBJECT: Ivor Wynne Stadium - Proposed Lease to D.O. Braley, in Trust

DATE: 1989 March 1

The legal issues pertaining to this matter are clear, namely, whether the Proposed Agreement adopted by City Council at its meeting on February 14, 1989 contravenes Section 112 of The Municipal Act.

After having reviewed the legislation, all relevant case law and comparable lease arrangements (i.e. City of Ottawa), we concluded that the Proposed Agreement is, indeed, illegal for the reasons set out in our memo to Council dated February 21, 1989.

Having concluded that the Agreement is illegal, we advised Council in the same February 21, 1989 memo that, pursuant to the Rules of Professional Conduct of the Law Society of Upper Canada, we could not assist the City in preparation or implementation of the Agreement.

Unfortunately, our position has been misconstrued or misrepresented by a few Council Members. The Mayor has termed our position a "refusal" and accordingly, stated publicly in the televised Council Meeting last evening that our Department is "insubordinate". Alderman Agro at the same Council Meeting stated publicly that perhaps we were "too busy" and in a publicly televised interview prior to the Council Meeting that perhaps the Contract was "too complex" for us since we only deal with "routine contract matters".

These remarks imply that the professional and ethical standards applicable to our Department should be ignored. Aside from the fact that we cannot ignore our professional and ethical standards, to do so would make it impossible for Council to satisfy itself that it is, in all circumstances, receiving the best legal advice and further, may undermine

public confidence in Council, as it may be perceived that Council requires its employees to act unethically at its behest.

Accordingly, for the benefit of Council, as well as ourselves, it is essential that Council formally disassociate itself from the above-mentioned remarks and publicly acknowledge that it cannot compel the Legal Department collectively or any solicitor individually to act contrary to the Rules of Professional Conduct and further, that when occasions arise where ethical considerations require that the solicitors not undertake a project, there will be no adverse repercussions in the form of "black marks" on personnel files, budgetary and/or salary reprisals, public criticism, threats or otherwise.

In order to enable our Department to continue to provide the City with honest and impartial legal advice, we would request that you bring this matter to the attention of all Members of Council. Since this matter affects all aspects of our legal service to the City, it must be dealt with on a priority basis. Finally, as it is a Personnel matter, directly affecting us, we should be in attendance when it is discussed by your Committee and given full opportunity to address the Committee.

Philip R. A. Hooker
P.R.A. Hooker

D.A. Powers

R.C. Roszell

L.E. Farr

L. Lawrence

P.A. Barkwell

B.J. Loreto

"W.J. Hubar" per: D.H.
W.J. Hubar, Q.C.

c.c. Alderman T. Jackson, Vice-Chairman, Personnel Committee

c.c. Mr. K.A. Rouff, City Solicitor

3a.

Corporation of the City of Hamilton

Memorandum

****

MAR 1 4 1989

TO: Mr. Lou Sage
Chief Administrative Officer

YOUR FILE:

FROM: Philip R.A. Hooker, D.A. Powers,
R.C. Roszell, Lorne Farr, Lian Lawrence,
P.A. Barkwell, B. Loreto, Wm. Hubar
City Solicitor's Department

OUR FILE: 1-59.12

SUBJECT: **D.O. Braley - Hamilton Tiger-Cat Football Club Matter**

DATE: 1989 March 14

Further to your discussion with Mr. K. Rouff and Mr. P. Hooker of March 13th, 1989, wherein you inquired as to the possibility of the signers of this letter meeting with Mayor Morrow to discuss, presumably privately, our March 1st, 1989 complaint letter to the Personnel Committee, we wish to advise as follows:

Having discussed the matter fully and given the suggestion due consideration we do not feel it would be useful for us to discuss this matter with the Mayor.

This is especially true in light of the Mayor's recently televised comments that his position was unaltered and that there is a need to "clean up" things at City Hall. We can only interpret the last statement as a veiled threat against us.

The matter is now in the hands of the Personnel Committee and we feel it would be in the best interests of ourselves and the Corporation to leave it there for formal resolution and disposition and the establishment of a policy to govern such situations in the future.

Philip R.A. Hooker

D. A. Powers

R.C. Roszell

Lorne Farr

Lian Lawrence

Peter Barkwell

Brian Loreto

William Hubar, Q.C.

c.c. Mayor R. Morrow
c.c. Chairman and Members, Personnel Committee
Attention: Mrs. S.K. Reeder, Secretary
c.c. Mr. K.A. Rouff

3b

Corporation of the City of Hamilton

Memorandum

****

TO: Chairman & Members,
Personnel Committee
Attention: Mrs. S.K. Reeder, Secretary

YOUR FILE: MAR 1 4 1989

FROM: P.R.A. Hooker, D.A. Powers, R.C. Roszell
L.E. Farr, L. Lawrence, P.A. Barkwell
B.J. Loreto, W.J. Hubar, Q.C.
City Solicitor's Office

OUR FILE: 1-59.12

SUBJECT: Special Personnel Committee Meeting held on March 13, 1989
Ivor Wynne Stadium Re: Proposed Lease to D.O. Braley, in Trust

DATE: 1989 March 14

We thank you for the opportunity to address the Personnel Committee at the above-mentioned Special Meeting yesterday. The Committee dealt only with the manner in which the remarks complained of were made, although this is a positive first step, the substantive issue of our alleged insubordination was not dealt with. It was decided that the question of whether there was insubordination, in fact, will further be discussed at the next regular Meeting of your Committee, which we understand is Wednesday, March 22, 1989.

Concerning the Special Meeting held yesterday and the next scheduled Meeting, we have the following comments:

1. Jurisdiction:

There was apparently some question as to whether or not your Committee has authority to deal with this matter. In this regard, we refer you to the following sections of The Procedural By-law:

42(1) 3. The Personnel Committee has authority to consider and report to Council on all matters relating to the Solicitor's Department; and

42(1) 5. The Personnel Committee has authority to hold hearings in respect of Personnel matters upon the request of an employee and to make recommendations to City Council in respect of any matter dealt with by it.

In other words, we are attempting to deal with this matter in accordance with official and proper City Procedures. This is the option which we prefer to pursue at this time. The suggestion that we must commence a court action implies that Council will not deal with non-union employee grievances despite the above-mentioned provisions in the Procedural By-law. It is now even more urgent that your Committee deal with this matter on a priority basis in light of recent developments.

The Mayor has, on several occasions, been given the opportunity to make his case or retract his statements. As recently as last evening, the Mayor, on local television, confirmed his charge of insubordination and reiterated his threat made at the Council Meeting on February 28, 1989 that: "We will deal with that at another time", by stating that there are some things that must be "cleaned up at City Hall". We can only regard that as a veiled threat against us.

2. <u>Rules of Professional Conduct</u>:

In our memo dated March 3. 1989 to Mayor Morrow and all Members of Council, we set out, briefly, the Rules of Professional Conduct pertaining to this matter. As indicated, the Rules prohibit our involvement in this Agreement and place a positive duty upon us to withdraw our services in that regard. Failure to observe these Rules would expose each of us to possible disciplinary action by the Law Society.

At the Meeting this morning, it was suggested that the Human Resources Department prepare a Report considering the question of our alleged insubordination. While that Department may comment upon the procedures to be followed in these circumstances, it would be inappropriate for Human Resources to comment upon the applicability or meaning of the Rules of Professional Conduct insofar as the Human Resources Department is not comprised of lawyers. In particular, in his Article entitled "Law for the Company Counsel", Mr. Stephen E. Traviss (Senior Counsel on Professional Conduct, Law Society of Upper Canada) states that:

> "The lawyer's conscience will be his ultimate guide. He should remember, in assessing his obligations that as an officer of the court, he cannot break the law nor can he assist in the furtherance of such an act." (emphasis added by us).

Mr. Traviss also states:

> "It goes without saying that a lawyer cannot advise his clients how to break the law. He must tell the client in no uncertain terms that he cannot render any assistance in this regard. He must also be forthright in informing the client that what he is proposing is against the law.
>
> "The question that logically follows is: What does the lawyer do if his client persists with his plan? For the lawyer in private practice, the answer is quite simple: He can cease acting for the client at all, or just with respect to the proposed transaction. What does the in-house lawyer do? The same considerations apply to him as to the lawyer in private practice."

3. <u>Retainer of Outside Counsel</u>:

The question was asked this morning: If we were correct in our application of the Rules of Professional Conduct to this case, then how could an outside law firm act for the City?

As indicated above, each lawyer must interpret and apply the Rules himself. **Every lawyer is individually responsible to the Law Society for his or her interpretation and application of the Rules.** Therefore, it would be entirely inappropriate for us to comment on another solicitor's interpretation of the Rules.

More importantly, it may be that the outside law firm has been given different instructions than our Department. Our Department was instructed to prepare a Contract in accordance with the Council Resolution adopted on February 14, 1989. It was clear from the in-camera meeting immediately prior to the Regular Council Meeting that no changes to the Resolution would be allowed. (This was still the case 2 weeks later.) Indeed, in response to the question whether the terms and conditions could be changed, Mr. Braley replied, "take it or leave it". As Council Members have been made aware on previous occasions, the Agreement with the Tiger-Cat Football Club cannot be changed without Mr. Braley's consent.

After Council adopted the above-mentioned recommendation on February 14, 1989, we reviewed same in detail. We concluded that the only room for flexibility was the nature of Mr. Braley's corporation. However, we also concluded that even if his corporation were to become non-profit, the

Agreement would still be illegal, insofar as making the Club non-profit was clearly simply an attempt to do indirectly what could not be done directly.

From comments this morning, it would appear that some Aldermen feel that the outside Counsel has been given different instructions, namely, to "come up with a Legal Agreement". If this is the case, then:

a) these instructions are substantially different from those we received, because the Outside Counsel is being given some latitude as to terms, etc.;

b) this changed approach would not answer the question of whether or not the Agreement set out in the Council Resolution of February 14, 1989 is illegal. That was the only Agreement we were instructed by Council to draw.

4. <u>Conclusion</u>:

a) We request that all meetings relating to this matter be held in public, since the very serious charge of insubordination was aired in public and thus requires a public Committee consideration and decision in our view, at least with regard to the facts of this matter.

b) We submit that the Committee should request that the Mayor set out his allegation and particulars in writing and provide same to us at least forty-eight (48) hours in advance of the Meeting at which they are to be discussed in order to enable us to respond. This is elementary "natural justice".

c) We are still seeking:

i) a declaration that our Department was not insubordinate in this matter; and

ii) adoption of the Policy set out in our memo to you dated March 1, 1989, namely, that:

"Council cannot compel the Legal Department collectively or any solicitor individually to act contrary to the Rules of Professional Conduct and further, that when occasions arise where ethical considerations require that the solicitors not undertake a project, there will be no adverse repercussions in the form of "black marks" on personnel files, budgetary and/or salary reprisals, public criticisms, threats or otherwise."

We repeat that it is essential that this matter be dealt with as soon as possible insofar as it affects, in the most basic way, the relationship of Council and its permanent solicitors here. In the event that the Mayor does not pursue his allegations, we request that the Committee make its decision on the basis of the material before it and also adopt the above suggested Policy to resolve the current problem and avoid its recurrence in future.

P.R.A. Hooker

D.A. Powers

R.C. Roszell

L.E. Farr

L. Lawrence

P.A. Barkwell

B.J. Loreto

W.J. Hubar, Q.C.

c.c. Mayor R. Morrow

c.c. Alderman T. Jackson, Vice-Chairman, Personnel Committee

c.c. Mr. K.A. Rouff, City Solicitor

FOR INFORMATION

4.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. E. C. Matthews
Treasurer

DATE: 1989 March 15
COMM FILE:
DEPT FILE:

SUBJECT: 1989 CURRENT BUDGET ESTIMATES AND RANKED PACKAGES

BACKGROUND:

At the City Council meeting of March 10, 1989, Council referred the ranked packages to the Standing Committee for its further consideration. Attached is Exhibit "A" which summarizes the reviewed expenditure estimates for the Personnel Committee. The $183,800 Committee adjustment has lowered the expenditure increase to 7.1% of the 1988 estimate. Included in this 7.1% are the ranked packages which have been summarized on Exhibit "B".

Although no direction was provided by Council relative to a targeted mill rate increase, it was clear that the current 10.3% mill rate increase is not acceptable. There was an indication that a 9.5% level might be realistic. With this in mind, I am recommending a 9.4% mill rate increase which would be achieved by not funding those packages ranked between 91 to 151 of the global ranked packages which were presented to Council at the March 10, 1989 meeting. The 9.4% funding line is indicated on Exhibit "B" which will result in a further $120,150 reduction to the expenditures. If accepted, the Committee expenditure increase would be 6.7%. This process has the concurrence of the Management Team and specifically the Department Heads who report to this Committee.

One final point on this procedure; this is being presented to all Standing Committees in the same fashion. The understanding is that all Committees must agree to this process in order to proceed to the Committee of the Whole Meeting scheduled for March 23, 1989 at 11:00 a.m. If one Committee alters this process, then we are forced to establish a new procedure to finalize the 1989 Current Estimates and those Committees that had agreed to this process would be free of their respective package reductions.

E. C. Matthews

Att'd

EXHIBIT A

SUMMARY OF 1989 EXPENDITURE ESTIMATES OF THOSE BUDGETS TO BE REVIEWED BY THE PERSONNEL COMMITTEE

Description (1)	1988 Projected Actual (2)	1988 Estimate (3)	Adjustment to 1988 Estimate Increase (Decrease) (4)	Inflationary Cost (5)	Expansion Service Level (6)	1989 Original Estimate (3+4+5+6) (7)	Council/ Committee Adjustment Increase (Decrease) (8)	1989 Resultant Appropriation (7+8) (9)	Increase (Decrease) Over 1988 Estimate: Amount (9-3) (10)	Increase (Decrease) Over 1988 Estimate: Percent (10/3) (11)
CITY SOLICITOR	1,279,220	1,233,450	320,430	37,260	71,740	1,662,880	(146,300)	1,516,580	283,130	23.0%
HUMAN RESOURCES CENTER	1,462,656	1,462,660	110,570	90,520	153,060	1,816,810	(37,500)	1,779,310	316,650	21.6%
FIRE	24,847,950	24,950,040	427,230	846,500	102,280	26,326,050		26,326,050	1,376,010	5.5%
TOTAL PERSONNEL COMMITTEE	27,589,826	27,646,150	858,230	974,280	327,080	29,805,740	(183,800)	29,621,940	1,975,790	7.1%

City of Hamilton
Treasury

CONSOLIDATED LISTING OF FUNDED SERVICE/PROGRAM PACKAGES AFTER REVIEW AND ADJUSTMENTS

Package Number	Package Rank	Department/ Local Board	Package Description	Original Amount	Committee Adjustments	Resultant Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
PERSONNEL COMMITTEE						
HR-01	5	HUMAN RESOURCES	Safety Officer & WHMIS Administrative Costs	27,800		27,800
HR-02	12	HUMAN RESOURCES	One FTE Secretary, One 1/2 FTE Clerk, Back Supports	20,920	(5,630)	15,290
SOLIC-02	17	CITY SOLICITOR	Solicitor IV, Steno for Litigation Services	35,000		35,000
HR-04	36	HUMAN RESOURCES	Clerical Support - Temporary Position (2 years)	15,900	(4,410)	11,490
FIRE-03	45	FIRE DEPARTMENT	Recruitment Brochures to Attract Minorities/Women	20,000		20,000
HR-03	48	HUMAN RESOURCES	Computerized Equipment, Space Requirement	21,000		21,000
FIRE-05	51	FIRE DEPARTMENT	Rental - Fax Machine	3,600		3,600
FIRE-01	76	FIRE DEPARTMENT	Hire Additional Training Officer	33,980		33,980
HR-07	78	HUMAN RESOURCES	Ergonomist/Kinesiologist	12,780	(6,320)	6,460
FIRE-02	89	FIRE DEPARTMENT	Hire Additional Mechanic	29,800		29,800
HR-05	105	HUMAN RESOURCES	Staff - Interviewing & Testing Duties	25,270	(11,370)	13,900
FIRE-04	109	FIRE DEPARTMENT	Hire Additional Stenographer	14,900		14,900
SOLIC-01	119	CITY SOLICITOR	Solicitor IV, Law Clerk and Stenographer	70,440		70,440
HR-06	135	HUMAN RESOURCES	Additional Trainer, Update Training Courses	12,960	(2,270)	10,690
HR-08	138	HUMAN RESOURCES	Benefits Manager - Consolidation of Benefit Functions	16,470	(6,250)	10,220
				360,820	(36,250)	324,570

120,150

PROGRAMME INFORMATION FORM

Department: Human Resources Centre

Division: Labour Relations

Program: Safety

Prepared By: John Johnston

Department Budget Proposal No.: 1

Department Priority No.: 1

Existing Programme Enhanced X
New Programme X
Capital Budget
Operating Budget X

Proposal Description:

1) Safety Officer

2) WHMIS Administrative Costs

Objectives/Benefits:

1) Safety Officer - We presently have 1 Safety Officer for both City and Region servicing approximately 5000 employees. Increased safety programs at sites such as STP and with Local 5, necessitate a substantial increase in our service levels. Coupled with this is the demands placed on the Safety section by the new WHMIS legislation.

2) WHMIS - Administrative Costs - The Human Resources Centre will be providing all Regional & City departments with labels which are a WHMIS requirement. $10,000 represents the cost of purchasing the labels, computer software and various brochures and signs required by the WHMIS legislation.

Origin:

Provincial Legislation X
Council Directive
Department Initiative X

Implementation Procedure:

Performance Monitoring Procedure:

1) Safety Officer - subject to management by Manager of Labour Relations.
2) Cost of supplies - maintained by Purchasing & Finance.

Annualized Cost Breakdown Expenditure Statement

	Existing Programme Budget	(1989)	Proposed Programme Budget Annualized	1989 & Annualized Variance
Salary	52640	(87640)	87640	35000
Benefits	7810	(13940)	13940	6130
Overhead				
*space				
*equipment		(1200)	1200	1200
*supplies/ materials	1000	(11000)	11000	10000
Administrative Cost	18080	(21300)	21300	3220
Recruitment				
Staff Development				
Promotion				
Transportation				
Purchased Services				
Total Gross Cost	79530	(135080)	135080	55550
City	39740	(67540)	67540	27800
1988 NET COST	37050			0

Linkage to Other Departments: 1) Safety Officer

(list affected Departments) 2) WHMIS supplies

All City and Region Departments.

Staffing Implications: 1 F.T.E. Safety Officer

PROGRAMME INFORMATION FORM

Department: Human Resources Centre

Division: Labour Relations

Program: Occupational Health

Prepared By: John Johnston

Department Budget Proposal No.: 2A

Department Priority No.: 2

Existing Programme Enhanced X
New Programme
Capital Budget
Operating Budget X

Proposal Description:

Addition of 1 1/2 FTE clerical support staff comprised of:

1 FTE Secretary, one 1/2 FTE Clerk.

Purchase of Back supports.

Objectives/Benefits:

To provide administrative support for the Occupational Health and Attendance Control Sections. New programs added last year such as Temporary Modified Work and Vocational Rehabilitation have been successful in returning employees to work from both WCB and LTD. At the present time, there is no administrative support in this section. The one FTE secretary would provide services to two Occupational Therapists. One 1/2 FTE clerk is the Filing Clerk paid for in 1988 from surplus in another area which will not be available in 1989.

The additional $950 for back supports enhances our program of returning people to work from LTD and WCB who have suffered back injuries. This early return reduces costs.

Origin:

Provincial Legislation
Council Directive
Department Initiative X

Implementation Procedure:

Performance Monitoring Procedure:

Management

Annualized Cost Breakdown Expenditure Statement

	Existing Programme Budget	(1989)	Proposed Programme Budget Annualized	1989 & Annualized Variance
Salary	159020	(189340)	189340	31560
Benefits	28460	(36060)	36060	7600
Overhead				
*space				
*equipment		(1200)	1200	1200
*supplies/ materials	1570	(2500)	2500	930
Administrative Cost	23510	(24460)	24460	550
Recruitment				
Staff Development				
Promotion				
Transportation				
Purchased Services				
Total Gross Cost	212560	(253560)	253560	41840
City	106280	(126780)	126780	20920
1988 NET COST	82010			20920

Linkage to Other Departments: All City & Regional Departments.

(list affected Departments) -Attendance Control

-STD/LTD/WCB costs

Staffing Implications: 1 FTE secretarial position

1-1/2 FTE clerical position

= Increase of 1.5 FTE

CITY OF HAMILTON

(17)

FORM 6
REV. 08/88

1989 CURRENT BUDGET ESTIMATES

SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. DEPT./LOCAL BOARD *CITY SOLICITOR'S*

2. ACCOUNT NO.(S) *0325-0101/03/93*

3. CONSIDERATIONS: (A) AMOUNT $ *35,000*

(B) EFFECTIVE DATE *to be determined*

(C) INCLUDED [XX] OR NOT INCLUDED [ ] IN ESTIMATES

(D) AFFECTS CURRENT [ ] AND/OR EXPANSION [XX] LEVEL OF SERVICE

4. PACKAGE DESCRIPTION

Solicitor IV and Stenographer I -- for work related to Litigation Services

5. WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS PACKAGE?
(IF NOT INCLUDED IN ESTIMATES, EXPLAIN BENEFITS IF THIS PACKAGE IS FUNDED)

1) Litigation work will continue to be contracted to outside legal firms at a higher cost than in-house.
2) Delays in reaching settlements; continuation of inadequate response times.
3) Additional $175,000 would have to be added back to Solicitor's budget.

6. DOES THIS PACKAGE AFFECT OTHER DEPTS./BOARDS? IF SO, HOW?

Yes. Legal services delayed.

7. ARE THERE ALTERNATIVE METHODS OF PROVIDING OR ACHIEVING THE SERVICE AS DESCRIBED ABOVE. IF SO, HOW?

No. Contracting out involves prohibitive costs, absence of central and immediate availability of files and status.

8. PACKAGE RANKING BY - DEPT./BOARD: 2 OF 3

- COMMITTEE : _____ OF _____

PROGRAMME INFORMATION FORM

Department: Human Resources

Division: Salary Administration

Program: Pay Equity Committees

Prepared By: T. E. Critelli

Department Budget Proposal No.: 4B

Department Priority No.: 4

Existing Programme Enhanced X
New Programme X
Capital Budget
Operating Budget X

Proposal Description:

Clerical support to three committees set up under the Joint Job Evaluation Program. To comply with the Pay Equity Legislation. Temporary position for two years. Vacation replacement for critical functions equivalent to .25 FTE.

Objectives/Benefits:

Word process job descriptions/input evaluation data/prepare statistical tables/photocopy job descriptions/general clerical duties/file descriptions and questionnaires.

Origin:

Provincial Legislation X
Council Directive
Department Initiative

Implementation Procedure:

Performance Monitoring Procedure:

Paper flow/work volume check quarterly/re-establishment of objectives after review.

Annualized Cost Breakdown Expenditure Statement

	Existing Programme Budget	Proposed Programme Budget	1989 & Annualized Variance
Salary	0	20070	20070
Benefits	0	4090	4090
Overhead			
*space			
*equipment	0	1200	1200
*supplies/ materials			
Administrative Cost	0	390	390
Recruitment			
Staff Development			
Promotion			
Transportation			
Purchased Services			
Total Gross Cost	0	27750	27750
City 57.3%	0	13880	15900
1988 NET COST 42.7%	0		11850

Linkage to Other Departments: All departments through job descriptions and salary budgets.

(list affected Departments)

Staffing Implications: One additional FTE temporary full-time for two years. Temporary placement to cover vacation periods .25 FTE.

(45)

FIRE-03

FORM 6
REV. 08/88

CITY OF HAMILTON

1989 CURRENT BUDGET ESTIMATES

SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. DEPT./LOCAL BOARD Fire

2. ACCOUNT NO.(s) 0341-0160

3. CONSIDERATIONS: (A) AMOUNT $ 20,000:

(B) EFFECTIVE DATE August, 1989

(C) INCLUDED [X] OR NOT INCLUDED [ ] IN ESTIMATES

(D) AFFECTS CURRENT [X] AND/OR EXPANSION [ ] LEVEL OF SERVICE

4. PACKAGE DESCRIPTION

Preparation of recruitment brochures to attract visible minorities and women to the firefighting profession.

5. WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS PACKAGE?
(IF NOT INCLUDED IN ESTIMATES, EXPLAIN BENEFITS IF THIS PACKAGE IS FUNDED)

Required recruiting materials would not be prepared.

Cultural groups would not benefit from brochures proposed to be printed in several languages.

6. DOES THIS PACKAGE AFFECT OTHER DEPTS./BOARDS? IF SO, HOW?

Yes, Human Resources will be providing staff assistance to help with the preparation of this material.

7. ARE THERE ALTERNATIVE METHODS OF PROVIDING OR ACHIEVING THE SERVICE AS DESCRIBED ABOVE. IF SO, HOW?

The effective preparation of recruitment brochures and material has been the subject of many discussions by the Fire Chief's Advisory Committee and the Mayor's Race Relations Committee.

8. PACKAGE RANKING BY - DEPT./BOARD: 3 OF 5

- COMMITTEE : _____ OF _____

PROGRAMME INFORMATION FORM

Department: Human Resources Centre

Division: Personnel Services

Program: Administration

Prepared By: D. Jones

Department Budget Proposal No.: 3

Department Priority No.: 3

Existing Programme Enhanced X
New Programme
Capital Budget
Operating Budget

Proposal Description:

A. Purchase of computerized equipment and increase in supply account.

1) Benefits & Payroll Section, 2) Recruiter, 3) Recruiter, 4) Testing, 5) Clerk in Labour Relations, 6) Keyboard drawers for desks which do not adjust, 7) Pay Equity

B. Space Requirement.

Objectives/Benefits:

A. Improve the service to departments. Provide equipment on which applicants may be tested - 2 largest complaints from departments are the time it takes to fill positions and the problem of the typing tests being done on typewriters rather than PC's. Provide equipment for new staff members in Labour Relations and Pay Equity.

B. Provide additional space for staff.

Origin:

Provincial Legislation
Council Directive
Department Initiative X

Implementation Procedure:

Assess type of hardware required and purchase, or lease.

Performance Monitoring Procedure:

Statistical analysis on jobs performed and timeliness of filling positions.

Annualized Cost Breakdown Expenditure Statement

	Existing Programme Budget	(1989)	Proposed Programme Budget Annualized	Variance
Salary	267470	(267470)	267470	0
Benefits	44120	(44120)	44120	0
Overhead				
*space	162350	(184350)	184350	
*equipment				
*supplies/ materials	60140	(60140)	60140	
Administrative Cost	593350	(635350)	635350	42000
Recruitment				
Staff Development				
Promotion				
Transportation				
Purchased Services				
Total Gross Cost	1127430	(1191430)	1191430	42000
City	563710	(595670)	595670	21000
1988 NET COST	504150			21000

Linkage to Other Departments: All - should improve our service to them.

(list affected Departments)

Staffing Implications: none

(51)

FIRE-05

FORM 6
REV. 08/88

CITY OF HAMILTON

1989 CURRENT BUDGET ESTIMATES

SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. DEPT./LOCAL BOARD Fire

2. ACCOUNT NO.(S) 0341-0185

3. CONSIDERATIONS: (A) AMOUNT $ 3,600.

(B) EFFECTIVE DATE April, 1989

(C) INCLUDED [X] OR NOT INCLUDED [ ] IN ESTIMATES

(D) AFFECTS CURRENT [X] AND/OR EXPANSION [ ] LEVEL OF SERVICE

4. PACKAGE DESCRIPTION

Rental - facsimile equipment.

5. WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS PACKAGE?
(IF NOT INCLUDED IN ESTIMATES, EXPLAIN BENEFITS IF THIS PACKAGE IS FUNDED)

Facsimile machine would not be a quired.

Transmission of support material to field personnel via cell phone link (command van) at major emergencies.

More efficient communication with legal firms, insurance companies and other levels of government.

6. DOES THIS PACKAGE AFFECT OTHER DEPTS./BOARDS? IF SO, HOW?

Not directly, some improvement in information transfer between departments.

7. ARE THERE ALTERNATIVE METHODS OF PROVIDING OR ACHIEVING THE SERVICE AS DESCRIBED ABOVE. IF SO, HOW?

Facsimile machine could be purchased outright. Equipment is subject to becoming outdated.

8. PACKAGE RANKING BY - DEPT./BOARD: 5 OF 5

- COMMITTEE : _____ OF _____

(76)

FIRE-01

FORM 6
REV. 08/88

CITY OF HAMILTON

1989 CURRENT BUDGET ESTIMATES

SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. DEPT./LOCAL BOARD Fire

2. ACCOUNT NO.(s) 0341-0101 & 0103

3. CONSIDERATIONS: (A) AMOUNT $ 33,980.

(B) EFFECTIVE DATE April 1, 1989

(C) INCLUDED [X] OR NOT INCLUDED [ ] IN ESTIMATES

(D) AFFECTS CURRENT [ ] AND/OR EXPANSION [X] LEVEL OF SERVICE

4. PACKAGE DESCRIPTION

Hire additional training officer.

5. WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS PACKAGE?
(IF NOT INCLUDED IN ESTIMATES, EXPLAIN BENEFITS IF THIS PACKAGE IS FUNDED)

Department standard of training hours would be lessened and quality of training would be compromised.

Rescue techniques, driver training, pump and aerial ladder evolutions must be carried out consistently to ensure established standards are maintained to meet Occupational Health and Safety Act Requirements.

6. DOES THIS PACKAGE AFFECT OTHER DEPTS./BOARDS? IF SO, HOW?

No.

7. ARE THERE ALTERNATIVE METHODS OF PROVIDING OR ACHIEVING THE SERVICE AS DESCRIBED ABOVE. IF SO, HOW?

No.

8. PACKAGE RANKING BY - DEPT./BOARD: 1 OF 5

- COMMITTEE : _____ OF _____

PROGRAMME INFORMATION FORM

Department: Human Resources Centre

Division: Labour Relations

Program: Occupational Health

Prepared By: John Johnston

Department Budget Proposal No.: 8

Department Priority No.: 7

Existing Programme Enhanced
New Programme X
Capital Budget
Operating Budget X

Proposal Description:

Hire an Ergonomist/Kinesiologist.

Objectives/Benefits:

Reduce incidence of back injuries and other work related injuries and thereby reduce LTD and WCB costs to all departments.

Origin:

Provincial Legislation
Council Directive
Department Initiative X

Implementation Procedure:

Performance Monitoring Procedure:

Management

WCB & LTD costs

Annualized Cost Breakdown Expenditure Statement

	Existing Programme Budget	(1989)	Proposed Programme Budget Annualized	1989 Var.	Annualized Variance
Salary	159020	(181760)	190580	20210	30320
Benefits	28460	(32680)	34090	3750	5630
Overhead					
*space					
*equipment		(1200)	1200	1200	1200
*supplies/ materials					0
Administrative Cost	25080	25210	25210	350	530
Recruitment					
Staff Development					
Promotion					
Transportation					
Purchased Services					
Total Gross Cost	212560	240850	251080	25510	37680
City	106280	120430	125540	12780	18840
1988 NET COST	82010			0	0

Linkage to Other Departments: All City and Region Departments.

(list affected Departments)

Staffing Implications: 1 FTE Ergonomist/Kinesiologist.

Increase of 1 FTE.

FIRE-02

FORM 6
REV. 08/88

CITY OF HAMILTON

(89)

1989 CURRENT BUDGET ESTIMATES

SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. DEPT./LOCAL BOARD Fire

2. ACCOUNT NO.(S) 0341-0101 & 0103

3. CONSIDERATIONS: (A) AMOUNT $ 29,800.

(B) EFFECTIVE DATE June 1, 1989

(C) INCLUDED [X] OR NOT INCLUDED [ ] IN ESTIMATES

(D) AFFECTS CURRENT [ ] AND/OR EXPANSION [X] LEVEL OF SERVICE

4. PACKAGE DESCRIPTION

Hire additional mechanic.

5. WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS PACKAGE?
(IF NOT INCLUDED IN ESTIMATES, EXPLAIN BENEFITS IF THIS PACKAGE IS FUNDED)

Preventative maintenance program would be compromised.

6. DOES THIS PACKAGE AFFECT OTHER DEPTS./BOARDS? IF SO, HOW?

No.

7. ARE THERE ALTERNATIVE METHODS OF PROVIDING OR ACHIEVING THE SERVICE AS DESCRIBED ABOVE. IF SO, HOW?

No.

8. PACKAGE RANKING BY - DEPT./BOARD: 2 OF 5

- COMMITTEE : _____ OF _____

PROGRAMME INFORMATION FORM HR-05

Department: Human Resources Centre

Division: Personnel Services

Program: Recruiting

Prepared By: D. Jones

Department Budget Proposal No.: 5

Department Priority No.: 5

Existing Programme Enhanced X
New Programme
Capital Budget
Operating Budget

Proposal Description:

Hiring of staff to perform the following functions:

1) Pre-screening interview for selected classifications (Including temp. clerical pool)

2) Exit interviews

3) Testing of certain skills required

4) Provide departments with interview assistance

Objectives/Benefits:

Improve the applicant process.

Provide analysis of staff turnover.

Improve the quality of applicants, referrals.

Provide in-house clerical pool.

Origin:

Provincial Legislation
Council Directive
Department Initiative X + request from Personnel Committee to do exit interviews

Implementation Procedure:

Write description, rate, post and fill.

Performance Monitoring Procedure:

Analysis of data gathered and quality of employees hired.

HR-05

Annualized Cost Breakdown Expenditure Statement

	Existing Programme Budget	(1989)	Proposed Programme Budget Annualized	1989 Var.	Annualized Variance
Salary	142010	(182930)	196570	36370	54560
Benefits	24750	(31870)	34240	6330	9490
Overhead					
*space	0				
*equipment	0	(2200)	2200	2200	2200
*supplies/ materials	0	(5000)	5000	5000	5000
Administrative Cost	37850	(38560)	38800	630	950
Recruitment					
Staff Development					
Promotion					
Transportation					
Purchased Services					
Total Gross Cost	204610	(260560)	276810	50530	72200
City	84720	(112690)	120820	25270	36100
1988 NET COST	77780		0	25260	36100

Linkage to Other Departments: All - improve the quality of applicants referred.

(list affected Departments)

Staffing Implications: Increase of 2 FTE

FIRE-04

(109)

FORM 6
REV. 08/88

CITY OF HAMILTON

1989 CURRENT BUDGET ESTIMATES

SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. DEPT./LOCAL BOARD Fire

2. ACCOUNT NO.(S) 0341-0401 & 0403

3. CONSIDERATIONS: (A) AMOUNT $ 14,900.

(B) EFFECTIVE DATE June 1, 1989

(C) INCLUDED [X] OR NOT INCLUDED [ ] IN ESTIMATES

(D) AFFECTS CURRENT [ ] AND/OR EXPANSION [X] LEVEL OF SERVICE

4. PACKAGE DESCRIPTION

Hire additional Stenographer I

5. WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS PACKAGE?
(IF NOT INCLUDED IN ESTIMATES, EXPLAIN BENEFITS IF THIS PACKAGE IS FUNDED)

Additional correspondence generated from additional requests for paid inspections and fire searches would be processed at the present rate.

Increased in-service inspections by Fire Suppression personnel have resulted in increased filing and related duties.

6. DOES THIS PACKAGE AFFECT OTHER DEPTS./BOARDS? IF SO, HOW?

No.

7. ARE THERE ALTERNATIVE METHODS OF PROVIDING OR ACHIEVING THE SERVICE AS DESCRIBED ABOVE. IF SO, HOW?

No.

8. PACKAGE RANKING BY - DEPT./BOARD: 4 OF 5

- COMMITTEE : _____ OF _____

(119) SOLIC-01

AMENDED - SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. DEPT./LOCAL BOARD City Solicitor's

2. ACCOUNT NO.(S) 0325-0101/03/93

3. CONSIDERATIONS: (A) AMOUNT $ 70,440

(B) EFFECTIVE DATE May 1, 1989

(C) INCLUDED [X] OR NOT INCLUDED [ ] IN ESTIMATES

(D) AFFECTS CURRENT [ ] AND/OR EXPANSION [X] LEVEL OF SERVI

4. PACKAGE DESCRIPTION

	Solicitor IV	Law Clerk	Stenographer I
Salary	24,302.95	18,899.65	14,320
Benefits	4,374.53	3,401.94	3,700
Memberships	1,450.00	-	-

5. WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS PACKAGE?
(IF NOT INCLUDED IN ESTIMATES, EXPLAIN BENEFITS IF THIS PACKAGE IS FUNDED)

(1) Decrease in productivity due to increased demands and workload

(2) Inability to service existing workload due to periodic complex projects

(3) Response time delay could affect implementation of Council decisions

(4) Efficiency reduced

(5) Personal burdens experienced by staff lawyers

6. DOES THIS PACKAGE AFFECT OTHER DEPTS./BOARDS? IF SO, HOW?

Yes. Legal services delayed

7. ARE THERE ALTERNATIVE METHODS OF PROVIDING OR ACHIEVING THE SERVICE AS DESCRIBED ABOVE. IF SO, HOW?

No. Farming out legal work involves prohibitive costs, absence of central and immediate availability of legal services on demand.

8. PACKAGE RANKING BY - DEPT./BOARD: 1 OF 2

- COMMITTEE : _____ OF _____

PROGRAMME INFORMATION FORM

Department: Human Resources Centre

Division: Labour Relations

Program: Training & Development

Prepared By: John Johnston

Department Budget Proposal No.: 7

Department Priority No.: 6

Existing Programme Enhanced X
New Programme
Capital Budget
Operating Budget

Proposal Description:

1) Hire an additional trainer.

2) Update & revise existing training programs.

Objectives/Benefits:

1) Trainer - allow us to offer more programs and reduce the number of staff denied access to training.

2) Updating - training courses are approximately 5+ years old. Major overhaul is required for all courses.

Origin:

Provincial Legislation
Council Directive
Department Initiative X

Implementation Procedure:

Performance Monitoring Procedure:

1) Reduction in staff denied training.

2) Course evaluations.

Annualized Cost Breakdown Expenditure Statement

	Existing Programme Budget	(1989)	Proposed Programme Budget Annualized	1989 Var.	Annualized Variance
Salary	77550	(98010)	104830	18190	27280
Benefits	12960	(16930)	18250	3530	5290
Overhead					
*space					
*equipment	0	(1200)	1200	1200	1200
*supplies/ materials					
Administrative Cost	96020	(99050)	99170	2990	3150
Recruitment					
Staff Development					
Promotion					
Transportation					
Purchased Services					
Total Gross Cost	186530	(215190)	223450	25910	36920
City	102960	(117290)	121420	12960	18460
1988 NET COST	96170			12950	

Linkage to Other Departments: All City & Region Departments.

(list affected Departments)

Staffing Implications: 1 FTE Trainer.

PROGRAMME INFORMATION FORM

Department: Human Resources Centre

Division: Administration

Program: Benefits Administration

Prepared By: C. Lowe

Department Budget Proposal No.: 10

Department Priority No.: 8

Existing Programme Enhanced
New Programme X
Capital Budget
Operating Budget

Proposal Description:

Hire a Benefits Manager responsible for maintenance and development of benefit programs; consolidation of Benefit functions. (City and Region)

Objectives/Benefits:

A more planned approach toward benefit administration providing cost containment and efficiency.

Origin:

Provincial Legislation
Council Directive
Department Initiative X

Implementation Procedure:

Research and analysis of present system. Recommendations for future.

Performance Monitoring Procedure:

Analysis of statistical data - costing and effectiveness.

Annualized Cost Breakdown Expenditure Statement

	Existing Programme Budget	1989	Proposed Programme Budget Annualized	1989 Var.	Annualized Variance
Salary	0	(25000)	50000	25000	50000
Benefits		(3790)	7580	3700	7580
Overhead					
*space					
*equipment		(1200)	1200	1200	1200
*supplies/ materials		(2500)	5000	2500	5000
Administrative Cost		(440)	880	440	880
Recruitment					
Staff Development					
Promotion					
Transportation					
Purchased Services					
Total Gross Cost	0	(32930)	64660	32930	64660
City	0	(16470)	32330	16470	32330
1988 NET COST	0			16460	32330

Linkage to Other Departments:

(list affected Departments)

Staffing Implications: 1 FTE

4a.

ROSS & MCBRIDE

BARRISTERS & SOLICITORS
PATENT & TRADE MARK AGENTS

OFFICES:
BRANTFORD
BURLINGTON
CALEDONIA
STONEY CREEK
WATERDOWN

TELEPHONE (416) 526-9800
TELECOPIER (416) 526-0732

10TH-11TH FLOORS, COMMERCE PLACE
ONE KING STREET WEST
MAIL: P.O. BOX 907
HAMILTON, CANADA
L8N 3P6

DIRECT DIAL NUMBER (416) 572- 5803

Our File No. 40-51694

February 28, 1989

The Corporation of the City of Hamilton
Office of the City Solicitor,
City Hall
Hamilton, Ontario.
L8N 3T4

COPY

Attention: R. C. Roszell, Esq.

Re: Mr. Roszell:

Re: City Litigation Files
and Ross & McBride
Your Ref. 400-2/89.1
100-12.1

This will acknowledge and reply to the points raised in your letter of February 23, 1989 to Mr. Charlton and myself in the order that you raised them.

1. Ross & McBride's financial year end is January 31. As a result of the year end a substantial review of the outstanding City files has been made. We are presently of the view that the vast majority of the files of the City now open with us constitute pedestrain slip and fall or minor traffic accident cases which are now closing with increasing regularity.

2. The 200 files now open with us which we estimated to Mr. Rouff are required to be revised to 170 files, taking into account the number of recently closed files of the City. We regret that our estimate of 200 files was not accordingly adjusted.

3. Our intent was to have my letter to Mr. Rouff be disclosed to the persons named as well as to the Finance Committee at the same time as our letter to the Finance Committee was considered. This would enable all parties to be in possession of the same information at the same time regarding your Department's budget for outside legal consultants.

4. Our letter to the City Personnel Committee of July 28th, 1988, was based upon a previously established estimate of $140,000.00 for the day to day litigation matters that would be dealt with by your Department. This was arrived at as a result of discussions between Mr. Matthews, Mr. Sage and Mr. Charlton. I realize that Mr. Rouff expressed dissent at the time. It was never intended by us that extraordinary or urgent litigation files would be dealt with as part of the regular budget for the Legal Department for the year 1988. In our view, it is probable that Mr. Vickers would not have worked on all these files had he remained with the City, but would have used outside legal consultants for some of them.

5 Our suggestion for the return of the slip and fall and minor traffic claim files to the City Legal Department was a suggestion only, to be considered by the Personnel Committee along with your Department. We did indicate in our letter of February 21st to the Personnel Committee that we would be pleased to continue with these files if that was the desire of the Committee and your Department. It is not our intention to unilaterally return any files to you without your consideration and consent.

If I can be of any further assistance to you in the clarification of our Firm's handling of the City files please do not hesitate to contact me.

Yours sincerely

ROSS & McBRIDE

R.M. PLANT, Q.C.
RMP:vb

c.c.: Chairman and Members of the
Personnell Committee
Attention: Miss S.K. Reeder
Secretary

Mr. L. Sage
Chief Administrative Officer

Mr. E. C. Matthews
City Treasurer

W.G. Charlton, Q.C.
Ross & McBride

4b.

Corporation of the City of Han

Memorandum

****

TO: Chairman and Members,
Personnel Committee
Attn: Mrs. S.K. Reeder, Secretary

YOUR FILE:

FROM: K.A. Rouff
City Solicitor

OUR FILE: 400-2/89.1

SUBJECT: 1989 Budget - Special Meeting of Council
Friday, March 10, 1989

DATE: 1989 March 8

As I was on vacation during the preliminary discussions respecting the above-noted matter, Messrs. Hooker and Roszell presented our Budget to your Committee in my absence. I have therefore requested Messrs. Hooker and Roszell to prepare a memorandum for your Committee setting out our Department's position with respect to the Treasurer's memo of March 2, 1989 addressed to Members of City Council regarding Ranking of Budget Packages.

That memorandum, which is attached and dated March 8, 1989, sets out, in full, this Department's position.

KAR:ead
atth.

K.A. Rouff
City Solicitor

Corporation of the City of Hamilton

Memorandum

****

TO: Chairman and Members
Personnel Committee
Attn: Mrs. S. K. Reeder, Secretary

YOUR FILE:

FROM: R. C. Roszell
City Solicitor's Office

OUR FILE: 400-2/89.1
PHONE: 526-4639

SUBJECT: 1989 Budget - Special Meeting of Council Friday, March 10, 1989

DATE: 1989 March 8

On Wednesday, February 22, 1989, Messrs. Hooker and Roszell attended at your Committee to present:

1. Our letter dated February 7, 1989 entitled "Role of the City Solicitor's Dept." and

2. Our 1989 Budget.

Our presentation on the role of the City Solicitor's Office was favourably received, prompting comments from your Committee that a study should be done to determine exactly what our staffing and equipment requirements were as well as a salary review to ensure that quality staff can be attracted and maintained. In addition, there was some concern expressed that our budget forms were not properly completed with respect to some of our equipment needs and that the Committee would entertain revisions thereto.

When we returned at the appointed time to make our budgetary presentation, the Committee no longer had a quorum. Accordingly, our budgetary presentation was postponed to Friday, February 24, 1989 at 8:30 a.m. In the interim (Wednesday afternoon), we met with Mr. Roy Hammel of the Treasury Department to discuss and make the necessary changes to our budget submission to accommodate our request for an immediate equipment relief.

On Friday, February 24, 1989, we again met with the Committee to present our budget. The tenor of the initial Wednesday meeting carried on, particularly with your comments that "the Legal Department is getting everything it asked for". In this regard, your Committee approved:

1. A Solicitor, Stenographer and Law Clerk (as set out in our original budget documents).

2. Emergency equipment relief (although not entirely included in our actual budget documentation, same was referred to in our transmittal letter dated January 11, 1989 and letter entitled "Role of the City Solicitor's Dept." dated February 7, 1989) as follows:

   (a) Computerization of the department

   (b) Dictaphone sets for all lawyers

   (c) FAX machine

   (d) File cabinets

   (e) Sound absorbent dividers and

   (f) Paper shredder

   (See copy of S. K. Reeder's memo to E. C. Matthews dated March 8, 1989, copy attached).

3. The Committee decided that all of the Litigation currently done by Ross & McBride and Mackesy, Smye should be returned to the City. Accordingly Committee approved a further lawyer and secretary. This resulted in a reduction of $200,000 in our budget with respect to outside litigation.

Late Friday afternoon, Mr. Hammel called us to advise that he was preparing a separate budget package for the emergency equipment relief which had been authorized. Mr. Hammel advised that he was preparing same for the Management Team meeting to be held on Tuesday, February 28, 1989. We requested that Mr. Hammel provide us with a draft of that package prior to the meeting. Mr. Hammel advised that he would do so.

On Tuesday, February 28, 1989, Mr. Hooker, of our office, attended the Management Team meeting. We were not provided with a copy of the emergency package.

The afternoon before the meeting, Mr. Hooker was provided with various documentation. One of the documents is entitled "Consolidated Listing of Funded Service/Programme Packages After Review and Adjustments". The stated purpose of this document was to "rank" the various budget packages submitted by the various departments. These packages were ranked numerically with the "most important" first and the "least important" last. In addition, the entire list is divided into three sections indicating the mill rate increases at specific points in the ranking.

Concerning this listing, we have the following observations:

(a) The Litigation Services package is ranked No. 17 out of 151;

(b) The additional Solicitor, Stenographer and Law Clerk is ranked No. 119 out of 151; and

(c) The emergency short-term relief package is not included.

Mr. Hooker adamantly opposed these rankings for the following reasons:

(a) We are not aware of any authority for Management Team to rank budgetary submissions.

(b) The rankings do not in any way reflect the urgency of our department's situation.

Subsequent to the Management Team meeting on February 28, 1989, the above-mentioned rankings were adjusted. These rankings (together with other documentation) were forwarded to all members of City Council by letter dated March 2, 1989 from Mr. E. C. Matthews, City Treasurer. Concerning Mr. Matthews' memo and the documents attached thereto, we have the following comments:

(a) <u>Memo:</u>

In the final paragraph on page 1, Mr. Matthews states that: "...a consensus was reached on a ranked "package" listing to be forwarded to City Council for consideration on March 10, 1989". On page 2 of his memo, Mr. Matthews refers to Schedule "B" and states that it is a "consolidated listing of packages remaining after staff and Committee review, ranked by staff as a guide to the Council from 1 to 151". As indicated above, Mr. Hooker did not participate in nor agree with any vote as to the rankings. This view was also shared by other Department Heads. Accordingly, no "consensus" was reached.

(b) <u>Schedule "B" - Consolidated Listing of Packages (Rankings):</u>

(i) The Litigation Service Package remains unchanged at No. 17.

(ii) Despite Mr. Hooker's protests, the Solicitor, Secretary and Law Clerk were not moved up but in fact were moved further down the list. **That essential budgetary request is now ranked lower than repairs to a toilet cubicle at the Farmers' Market.**

(iii) The emergency relief package is not included at all. Notwithstanding the fact that the Litigation Package form states that that package is No. 1 of 3.

We are bringing these matters to your attention for a number of reasons:

1. Your Committee wholeheartedly approved our budgetary requests and indeed encouraged further review and improvements in our department.

2. These rankings are not authorized by Council and have been presented in such a manner as to effectively circumvent your Committee's decisions. In particular, the most controversial issue being the matter of outside litigation has been put to the forefront. This implies that if that matter is dealt with then all of our problems are over. This is clearly incorrect for the reasons we set out at your Committee and further, has the following effects:

   (a) It perpetuates the misconception that litigation services are the primary function of our Department. In fact, services provided to Council, Committees and other departments constitute the majority of our work.

   (b) While bringing the litigation back will free up Mr. Roszell's time in order that he could then address outstanding Contract matters, it will do nothing to:

      (i) relieve the administrative burden imposed on the senior solicitors with the departure of Mr. Eker or

      (ii) assist in the other areas which are severely short-staffed namely Real Estate, By-laws, Task Forces, etc.

3. Our request for an additional Solicitor, Law Clerk and Stenographer is ranked below the 9.9% mill rate increase thereby effectively eliminating same.

4. As your Committee is the one responsible for our budget, it will be necessary for your Committee to explain to other Committees our inability to continue to service them.

5. Approval of the above-mentioned packages is not a panacea. As indicated at your Committee, its members are interested in a continuing, on-going improvement of our department. While approval of the above-mentioned packages will bring our department back to full strength in terms of manpower, it will be necessary to have a complete review of equipment, salaries and organization. The present budgetary and salary constraints resulted in massive departures in the last year which we have been attempting to deal with by having lawyers "double up" and take on areas with which they are not normally familiar.

Approval of the above-mentioned items is only the first step in "stabilizing" our department. This is vital to a more efficient service being provided by our department to the Corporation generally. However, simply being up to full complement in terms of staff is not the entire answer. It will be necessary to re-organize the department to allow the lawyers to get back into their areas of expertise and make appropriate salary adjustments in order to avoid the continuation of on-going staff turnover which has now reached a critical stage.

Philip R. A. Hooker

R. C. Roszell and
Philip R. A. Hooker
for K. A. Rouff
City Solicitor

RCR:sr
Att.

c.c. Mr. K. A. Rouff
City Solicitor

Copy

Corporation of the City of Hamilton

Memorandum

****

TO: Mr. E. C. Matthews
City Treasurer

YOUR FILE:

FROM: Susan K. Reeder, Secretary
Personnel Committee

OUR FILE:
PHONE: 526-2753

SUBJECT: Short-term relief - equipment - City Solicitor's Office.

DATE: 1989 March 8

This will confirm that the Personnel Committee, at its Budget meeting held Friday, 1989 February 24th agreed that an amount of $20,000. be approved as short-term relief for the City Solicitor's Office to purchase equipment such as filing cabinets, shredder, dictaphones, etc.

I trust this confirmation assists you to carry out the appropriate action in this regard.

Diane McGuire for Susan K. Reeder

SKR:dbm

c.c. - Alderman B. Hinkley, Chairman
Personnel Committee
~~Mr. K. Rouff, City Solicitor~~
~~Attention: Mr. P. Hooker~~

5.

FOR ACTION

REPORT TO: Chairman & Members, Personnel Committee
Attention: Mrs. S. K. Reeder, Secretary

FROM: K.A. Rouff
City Solicitor

DATE: 1989 March 16
COMM FILE:
DEPT FILE: 400-2/89.1
100-12.1

SUBJECT: City Litigation Files - Payment to Ross & McBride for professional services for the Month of February 1989
Amount: $53,326.49

RECOMMENDATION:

That the Account of Ross & McBride, Barristers & Solicitors, dated February 28, 1989, in the amount of $53,326.49 **BE APPROVED.** This Account covers their litigation services for the City for the month of **February 1989.**

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*
(see below)

BACKGROUND:

This Invoice results from the law firm of Ross & McBride acting on City Litigation files. The Invoice represents interim legal fees (of $47,638.00) and disbursements (of $5,688.49) for City Litigation files worked on during the month of February 1989.

At its meeting on August 24, 1988, the Committee requested that it be kept informed of all amounts paid to Ross & McBride (and Mackesy, Smye, Turnbull, Grilli and Jones). In this regard, we would advise as follows:

1. The following is a summary of the amounts paid to Ross & McBride in 1989 to date:

a) Amount paid to Ross & McBride in 1989 prior to this Account =			$ 8,503.69
b) Amount for this Feb'28/89 Account -	(Fees)	$47,638.00	
	(Disb.)	$ 5,688.49	$ 53,326.49

2. **TOTAL AMOUNT PAID TO ROSS & McBRIDE IN 1989 TO DATE** $ 61,829.18

3. **TOTAL AMOUNT PAID TO MACKESY, SMYE IN 1989 TO DATE** $ 6,631.82

4. **TOTAL AMOUNT PAID TO ROSS & McBRIDE AND TO MACKESY, SMYE FOR 1989 TO DATE** $68,461.00

KAR:ead

K.A. Rouff
City Solicitor

c.c. Mr. E.C. Matthews, City Treasurer

FOR ACTION

6.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1989 February 7
COMM FILE:
DEPT FILE: FPB

SUBJECT: Revenues - Hamilton Fire Department

RECOMMENDATION:

That the attached Hamilton Fire Department - Fire Prevention Service Fee Schedule be approved.

L G Saltmarsh

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

If the present level of use continues, it is anticipated that the revenue derived from these services may increase to $76,200 in 1989. For budgeting purposes, we have estimated only $60,000.

BACKGROUND:

This revenue source is dependant on the local real estate market. Written confirmations as to whether or not there are any outstanding orders against property is the prime income generator on the attached list.

HAMILTON FIRE DEPARTMENT

FIRE PREVENTION SERVICE FEE SCHEDULE

	PRESENT	PROPOSED	INCREASE
1. Copies of fire reponse reports	$10.00	$15.00	50%
2. Written confirmation as to whether or not there are any outstanding orders against property	$20.00	$25.00	25%
3. Inspection of a property in relation to a proposed purchase or for licence purposes other than municipal licences			
a) Private home day care facilities	$20.00	$30.00	50%
b) 1 and 2 family dwellings	$20.00	$30.00	50%
c) Other occupancies to and including four storeys above grade, including L.L.B.O. licence requests	$50.00	$60.00	20%
d) Other occupancies greater than four storeys and specialized occupanices i.e. shopping malls and industrial complexes will be charged at a rate commensurate with area and/or inspection time involved	$100.00 to $150.00	$100.00 to $300.00	100% top end only

All of the above fees stated in 3(c) and (d) DO NOT include the testing of life support systems which are the reponsibility of the owner in accordance with the Ontario Fire Code.

A cheque or money order made payable to the Corporation of the City of Hamilton and forwarded to the Fire Prevention Bureau, 55 King William Street, 2nd Floor, Hamilton, Ontario L8R 1A2 is to accompany all requests.

All requests respecting the sale or purchase of a premises are to be accompanied by authorization of the present owner permitting the release of the information.

Requests for Items 1 and 2 require 7 days for processing, Item 3 requires 14 days for processing.

FOR INFORMATION

6a.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1989 March 7
COMM FILE:
DEPT FILE: FPB

SUBJECT: Revenues - Hamilton Fire Department

BACKGROUND:

Additional information, as requested by the Personnel Committee at its meeting of February 22, 1989 concerning fees charged by other Fire Departments, has been prepared in the form of a Schedule and is attached.

Fees charged for file searches by the City of Hamilton Building Department and the Hamilton-Wentworth Regional Health Unit are also included on the schedule.

L G Saltmarsh

7.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: C. A. Lowe
Commissioner of Human Resources

DATE: 1988 March 07
COMM FILE:
DEPT FILE:

SUBJECT: Pay grade assignments for non - union positions in the Public Works Department.

RECOMMENDATION: That the pay grades of the following non - union positions in the Public Works Department be approved:

POSITION TITLE	FUNCTION	GRADE	RANGE
Superintendent of Operations, Central Garage	Direct the maintenance of and co-ordinate the use of all mobile equipment operated by the City.	J	43,145.96 - 50,862.24
Parks Development Co-Ordinator	To prepare and maintain a park development master plan and to coordinate Parks division activities with other departments developing government and citizen groups.	K	38,038.00 - 44,776.16
General Foreman Beautification	Supervise the beautification program of the City of Hamilton.	L	34,886.28 - 41,081.04

FINANCIAL IMPLICATIONS:
Accommodated within existing budget.

BACKGROUND:
These positions result from reorganization within the Department of Public Works.

C. Lowe

8.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Cheryl A. Lowe
Commissioner of Human Resources

DATE: 1989 March 8
COMM FILE:
DEPT FILE: C-007-89

SUBJECT: Leave of Absence for Vince Gulotta - Cemetery Division of Public Works Department.

RECOMMENDATION:

That Mr. V. Gulotta be permitted to take a non paid twenty-eight days leave of absence from July 14, 1989 to August 23, 1989 inclusive.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

Mr. Gulotta will be vacationing overseas with family. The leave of absence will be taken in conjunction with his vacation.

C. A. Lowe

88 Taymall Street
Hamilton, Ontario

February 7, 1989

Mr. C. V. Orzel
Director
Hamilton Municipal Cemeteries

Dear Sir:

I am planning a vacation overseas with my family. Due to the expensive air fares, and since most of my relatives are getting older, I would like to see them while everyone is still living.

Therefore, I would like to request an additional twenty-eight days leave of absence along with my four weeks' vacation period.

If at all possible I would like to have my vacation from June 14, 1989 to July 12, 1989, followed by my floating holiday on the 13th day of July and the twenty-eight days leave of absence returning to work on the 24th day of August 1989.

I realize that this is an unusual request but due to the cost, the fact that I may not see all of my relatives alive again, and not knowing when I will be able to go back again I am asking you to give this request consideration.

Trusting to hear from you favourably.

Yours sincerely,

V. Gulotta

V. Gulotta

9a.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Cheryl A. Lowe
Commissioner of Human Resources

DATE: 1989 March 8
COMM FILE:
DEPT FILE: C-008-89

SUBJECT: Appointments to and Terminations from Permanent positions with the Corporation to March 07, 1989.

RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*

n/a

BACKGROUND:

C. A. Lowe

FEE SCHEDULE COMPARISON	PRESENT	PROPOSED										OTHER DEPARTMENTS	
	HAMILTON FIRE	HAMILTON FIRE	DUNDAS FIRE	STONEY CREEK FIRE	MISSISSAUGA FIRE	LONDON FIRE	OSHAWA FIRE	OTTAWA FIRE	SCARBOROUGH FIRE	WINDSOR FIRE	HAMILTON BUILDING DEPT	HAMILTON WENTWORTH HEALTH
Population	307,690	307,690	20,000	36,700	415,000	285,000	125,000	306,000	500,000	193,160		
Copies of reports	10	15	10	30	20	30	No Charge	No Charge	30	20		
File Search	20	25	20	30	20	10	No Charge	No Charge	Not Applicable	20	30	25
Inspection of property							No Charge	No Charge				
a) Private home day care	20	30	20	30	50	No Charge			75	No Charge		
b) 1 and 2 familty dwellings	20	30	20		50	55			75	45		
c) other - up to and including four storeys	50	60	40-100+		50	55			75	45		
d) other - greater than four storeys	100-150	100-300			50-100	55			75+	45		

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Patricia A. Adams	Keypunch Operator I (E-3)	Information Systems	replacing Ms. D. Richardson - resigned	$361.95 to $391.04	$361.95 per week (1 of 3)	Feb. 20/89
Ms. Cheryl L. Bogie	Administrative Assistant/Secretary (11)	H.E.C.F.I. - Marketing Services	replacing Ms. G. McCaffrey - promoted	$25,322.44	$25,322.44 per annnum	Feb. 27, 1989
Ms. Helen T. Caffery	Typist Clerk II (E-2)	Clerk's	replacing Ms. M. McKay - promoted	$339.51 to $365.75	$353.06 per week (2 of 3)	Feb. 06, 1989
Ms. Maryann Cuthbert	Stenographer IV (E-2)	Public Works	returning to former position	$339.51 to $365.75	$365.75 per week (3 of 3)	Feb. 13, 1989
Ms. Sandra Delangis	Clerk Typist III (E-1)	Culture & Recreation	replacing Ms. H. Caffery - promoted	$322.63 to $346.82	$322.63 per week (1 of 3)	Feb. 20, 1989
Ms. Kelly C. Griffin	Receipts Clerk II (PA4)	Parking Authority	replacing Ms. E. Sajder - promoted	$18,824.52 to $20,336.68	$18,824.52 per annum (1 of 3)	Feb. 20, 1989
Mr. Raymond D. Harkness	Gardener I (D-9)	Public Works	replacing Mr. R. Duckworth - promoted	$12.192 to $12.392	$12.392 per hour (2 of 2)	Jan. 20, 1989
Ms: Sheila Hunt	Gardener II (D-7)	Public Works	replacing Mr. L. Cialini - promoted	$12.067 to $12.267	$12.267 per hour (2 of 2)	Jan. 20, 1989

Prepared 07 March 1989

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Linda Juchniewicz	Accident Report Clerk (E-4)	Traffic	replacing Ms. J. Tomkins - resigned	$397.31 to $425.83	$397.31 per week (1 of 3)	Feb. 20, 1989
Ms. Isabel Lindsay	Labourer (B-2)	Parking Authority	replacing Mr. W. Pollington - promoted	$10.167 to $10.966	$10.167 per hour (1 of 2)	Feb. 06, 1989
Mr. Ken McDonald	Assistant Supervisor, Printing & Mail	Clerk's	replacing Mr. R. Salmon - promoted	$27,278.68 to $32,060.60	$27,278.68 per annum (1 of 5)	Feb. 27, 1989
Mr. Frank Peter	Building Inspection Clerk (A-6)	Building	replacing Mr. S. Teal - promoted	$454.40 to $544.99	$454.40 per week (1 of 5)	Jan. 16, 1989
Mr. George Robis	Junior Inspection Clerk (A-4)	Building	replacing Ms. L. Paterson - promoted	$422.70 to $476.46	$422.70 per week (1 of 5)	Feb. 13, 1989
Mr. Roland Salmon	Supervisor, Printing & Mail (M)	Clerk's	replacing Mr. J. Speyker - retired	$32,604.00 to $38,364.56	$35,321.52 per annum (3 of 5)	March 1, 1989
Mr. Carl Speight	Captain (C-8)	Fire	replacing Mr. G. C. Peace - retired	$48,150.77	$48,150.77	Feb. 12, 1989
Mr. James Warden	Captain (C-8)	Fire	replacing Mr. Wm. Cooke - retired	$48,150.77	$48,150.77	Feb. 19, 1989

Prepared 07 March 1989

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Mr. Leo J. Brown	By Law Officer	Traffic Services	Retired	7 years, 2 months	March 10, 1989
Mr. Brian K. Conacher	Managing Director/ Chief Executive Officer	H.E.C.F.I.	Resigned	4 years	March 1, 1989
Ms. Gretchen Keenan	Clerk Typist III	Real Estate (Division of Property Department)	Resigned	3 months	February 24, 1989
Ms. Jean Lindsay	Cleaner	Property Maintenance (Division of Property Department)	Retired	23 years, 10 months	March 27, 1989
Mr. Basil S. Maraj	Foreman II	Public Works	Retired	15 years, 3 months	February 28, 1989
Mr. Jim McMillan	Truck Driver/Labourer (Litter Containers)	Public Works	Resigned	1 year, 6 months	March 6, 1989
Mr. Joe Speyker	Supervisor, Printing and Mailing	Clerk's	Retired	33 years, 4 months	March 1, 1989

Prepared 07 March 1989

9b.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Cheryl A. Lowe
Commissioner of Human Resources

DATE: 1989 March 8
COMM FILE:
DEPT FILE: C-068-88

SUBJECT: Appointments to and Terminations from Permanent positions with the Corporation to November 25, 1988.

RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: *(IF NONE, STATE N/A)*

n/a

BACKGROUND:

C. A. Lowe

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Douglas J. Banner	Programmer II (A-11)	Treasury	replacing Ms. L. Kurluk - promoted	$566.59 to $669.48	$566.59 per week (1 of 5)	Nov. 21/88
Mr. Darrin D. Bianchin	Programmer II (A-11)	Treasury	replacing Mr. D. Ecker - resigned	$566.59 to $669.48	$591.51 per week (2 of 5)	Nov. 21/88
Mr. J. Patrick Chambers	Programmer II (A-11)	Treasury	replacing Mr. R. Young - resigned	$566.59 to $669.48	$566.59 per week (1 of 5)	Nov. 21/88
Ms. Lois Corey	Curatorial Assistant (GA)	Children's Museum (division of Culture & Recreation)	replacing Ms. L. Pashuk - resigned	$9.88	$9.88 per hour	Nov. 07/88
Ms. Maryann Cuthbert	Accident Report Clerk (E-4)	Traffic	replacing Ms. J. Berestecki - promoted	$397.31 to $425.83	$397.31 per week (1 of 3)	Nov. 23/88
Mr. Gilbert L. Desjarlais	Captain (C-8)	Fire	replacing Mr. G. Peace - retired	$48,150.77	$48,150.77 per annum	Oct. 30/88
Mr. Mark T. Franco	Taxation Officer (O)	Treasury	replacing Mr. T. Bradbury - promoted	$27,278.68 to $32,060.60	$27,278.68 per annum (1 of 5)	Nov. 21/88
Ms. Gretchen Keenan	Clerk Typist III (E-1)	Real Estate (division of Property Department)	replacing Ms. L. DiFazio - resigned	$322.63 to $346.82	$322.63 per week (1 of 3)	Nov. 14/88
Mr. Gordon S. Kudlowich	Motor Mechanic (D-17)	Public Works	replacing Mr. D. Boyter - promoted	$14.523 to $14.723	$14.723 per hour (2 of 2)	Nov. 07/88

Prepared 25 November 1988

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Ms. Diane B. McGuire	Administrative Assistant II (O)	Mayor's Office (division of City Clerk's)	replacing Ms. S. Prpic - resigned	$27,278.68 to $32,060.60	$27,278.68 per annum (1 of 5)	Nov. 21/88
Ms. Bonnie L. McKinlay	Counter Clerk (E-3)	City Clerk's	replacing Ms. E. Mason - promoted	$361.95 to $391.04	$361.95 per week (1 of 3)	Nov. 21/88
Mr. Glen G. Peace	District Chief (C-11)	Fire	replacing Mr. J. Redding - retired	$52,238.54	$52,238.54 per annum	Nov. 13/88
Ms. Linda Persichini	Box Office Supervisor (10)	H.E.C.F.I.	replacing Ms. M. Bowlby - promoted	$22,496.76	$22,496.76 per annum	Oct. 31/88
Mr. Tim Rhora	Garbageman/Woman (D-8)	Public Works	replacing Mr. J. Batchelor - promoted	$12.128 to $12.328	$12.128 per hour (1 of 2)	Nov. 07/88
Ms. Patty A. Smith	Senior Accounting Clerk (11)	H.E.C.F.I.	replacing Ms. K. Stanton - promoted	$25,322.44	$25,322.44 per annum	Nov. 07/88

Prepared 25 November 1988

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Ms. Gladys Goodman	Cleaner	Property Maintenance (division of Property Department)	Retired	7 years, 11 months	November 30, 1988
Mr. Michael Reilly	Inspector	Building	Resigned	5 years, 10 months	November 18, 1988

Prepared 25 November 1988

10.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Cheryl A. Lowe
Commissioner of Human Resources

DATE: 1989 March 14
COMM FILE:
DEPT FILE: C-009-89

SUBJECT: Policy on Personal Harassment in the Workplace

RECOMMENDATION:

That the Policy on Personal Harassment in the workplace be amended to include procedures for dealing with harassment related to elected officials.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

The Personnel Committee has requested staff to prepare a process to deal with allegations of a violation of the Ontario Human Rights Code, specifically Section 4(2) of the Code, by an elected official.

Section 4(2) of the Ontario Human Rights Code provides as follows:

"Every person who is an employee has a right to freedom from harassment in the workplace by the Employer or agent of the Employer or another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offenses, marital status, family status or handicap".

The City of Hamilton has a policy and procedure (attached) to resolve allegations of harassment at a staff level. This procedure does not provide for allegations of harassment either by elected officials or against elected officials.

We recommend that the policy be amended to provide for the following:

1. The existing procedure should cover written complaints of harassment whether it be elected official to employee or employee to elected official. Such a complaint may bypass the regular procedure of speaking to the harasser or Supervisor or Department Head and be filed directly with the Commissioner of Human Resources.

2. The Commissioner of Human Resources has the responsibility to investigate such complaints. Following the investigation a finding shall be documented and steps for resolution recommended.

3. In the event the finding and recommended resolution are mutually satisfactory to both parties the process ends. If the finding and recommended resolution are not satisfactory to one or both of the parties or the particulars of the situation are such that corrective action by Council may be deemed appropriate. the Commissioner of Human Resources shall prepare a report for Personnel Committee. As is the case in the current policy all information concerning the case as it relates to employees should be kept confidential and not be placed on the complainant's personnel file.

4. Recommended action by Personnel Committee to Council might include:

   (i) a motion disassociating Council from the conduct of the elected official:

   (ii) a motion censuring the elected official for his conduct:

   (iii) any other action deemed appropriate by Committee and Council.

C. A. Lowe

CORPORATION OF THE CITY OF HAMILTON

POLICY ON

PERSONAL HARASSMENT AT THE WORKPLACE

Employees have the right to be treated fairly in the workplace. The Corporation in exercising its responsibility as the Employer, endeavours at all times to provide a work environment which is supportive of both productivity and the personal goals, dignity and self esteem of every employee.

This objective dependent on the mutual respect, cooperation and understanding of all the parties involved. The Corporation will not, and the employees should not, condone behavior in the workplace that is unacceptable and likely to undermine work relationships or productivity.

Personal harassment is a real work-related problem and ranks high on the list of unacceptable behavior. For those who have been subject to "harassment" this topic requires little explanation. It is important, however, that all employees have an awareness of what constitutes personal harassment. We attempt here, to focus attention on the problem and describe what steps can and will be taken to stop it.

WHAT IS HARASSMENT

Generally, any behavior which denies individuals their dignity and respect is offensive, embarrassing, and humiliating and will not be tolerated by the Corporation. More specifically, harassment of another employee in the carrying out of duties or in the provision of services, facilities or accommodation constitutes a disciplinary infraction and will be dealt with severely. In any form and at any level, whether it is colleague to colleague, supervisor to subordinate, subordinate to supervisor, or employee to public, personal harassment introduces a disruptive element into the work environment which endangers the well-being or job performance of the individual.

One of the most serious forms of personal harassment is that of sexual harassment. This form of harassment is deliberate and unsolicited and is generally composed of offensive sexual comments, gestures, or physical contact, either at or away from the usual work-place, that are objectionable or offensive, either on a one-time basis or in a continuous series of incidents.

Particularly insidious is the type of sexual harassment which involves favours or promises of favours or advantages in return for submission to sexual advances, or alternatively, the threat of reprisal for refusing. This type of harassment is considered to have taken place if a reasonable person ought to have known that such behavior was unwelcome.

It must be stressed that sexual harassment is not the accepted social banter that occurs regularly in the work environment, nor is it related to flirtation or an office romance between two consenting persons. These relationships are consensual, based on mutual attraction and no intimidation is involved or intended. Sexual harassment, however, by definition is coercive and one-sided, and both males and females can be victims of it.

Personal harassment of any kind is considered a serious offence, subject to the whole range of disciplinary actions up to and including discharge, and will be treated accordingly by management.

TO EMPLOYEES

Should you feel that you are being subjected to harassment, here are some guidelines to help you:

I. Make your disapproval and/or unease known to the harasser immediately;

II. If there is more than one incident, keep a written record of dates, times, the nature of the behavior, and witnesses if any;

III. If the unfair treatment or harassment does not stop after you have spoken to the harasser, speak to your supervisor and then confirm your conversation in a letter. If your supervisor is the harasser, speak immediately to your Department Head, or a Supervisor in the Personnel Department.

IV. Send copies of this letter to the person spoken to in (III).

V. Ensure that the harasser is advised that you have taken the above steps.

VI. There may be a time when you feel it is more appropriate to bypass the process of speaking to the harasser first and speak directly with your Supervisor, Department Head, or Supervisor in the Personnel Department. In this instance, such action should be taken immediately.

VII. If you feel uncomfortable speaking with any of the persons outlined above, contact the Employee Assistance Counsellor for help.

MANAGER

Management has the responsibility to ensure that the acts of supervisors are in no way discriminatory or encroach upon the rights of employees. In this fashion, management must respond immediately to complaints and should follow these steps:

A. Interview both the complainant and the alleged harasser as soon as possible

B. Interview witnesses

C. Document the situation accurately and completely

D. Render a decision as soon as possible and advise the parties of the action to be taken, if any. If higher authority is required to make a decision, forward all the material as soon as possible to the appropriate authority and advise the parties concerned of the action taken

E. Ensure that all information concerning the case is kept confidential and not placed on the complainant's personal file.

Management also has a continuing responsibility to stop any harassment that occurs in the workplace whether there has been a complaint or not. If a manager is aware of harassment of an employee and does not take the appropriate corrective action, then disciplinary actions may be imposed upon the manager as well as the offender.

Unfair treatment, harassment in general and particularly sexual harassment

- is unacceptable behavior
- is demeaning, offensive and embarrassing
- is not a condition of your employment
- is not tolerated by the Corporation
- should not be started and can be stopped
- is a disciplinary offence, and
- will be dealt with seriously.

All Department Heads have been reminded of the seriousness of personal harassment, and you can be assured that should you have a complaint of this nature, it will be taken seriously, acted upon quickly and handled in a confidential manner.

FOR ACTION

11.

REPORT TO: Mrs. Susan Reeder, Secretary
Personnel Committee

FROM: Mrs. Stella Glover, Secretary
Mayor's Race Relations Committee

DATE: 1989 March 1
COMM FILE:
DEPT FILE:

SUBJECT: **Recruitment of Visible Minorities and Women into the Workforce - City of Hamilton.**

Stella Glover
Stella Glover, Secretary

RECOMMENDATION:

1. That the Personnel Committee be requested to have the Human Resources Department prepare a report to include:

   (a) the present composition of Human Resource personnel with regard to visible minority status.

   (b) plans in terms of goals and timetables (not quotas) for hiring, promoting and training visible minorities within the Human Resources Department.

   (c) Efforts the Human Resources Department is making to ensure that the composition of the departmental workforce is representative of the community.

2. That the Personnel Committee be requested to urge the Fire Department to set goals and timetables (not quotas) in their attempts to recruit visible minority members and to report back to the Mayor's Race Relations Committee.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

The foregoing recommendations were approved by the Mayor's Race Relations Committee at the regular meeting of 1989 February 10.

SG/jc

cc: Mayor R.M. Morrow, Co-Chairman, Mayor's Race Relations Committee
Professor H. Jain, Co-Chairman, Mayor's Race Relations Committee
Chief L. Saltmarsh, Fire Department
Mr. D. Carson, Mayor's Executive Assistant

FOR INFORMATION

12.

REPORT TO: Mrs. S. K. Reeder
Secretary, Personnel Committee

FROM: Mr. L. G. Saltmarsh
Chief

DATE: 1989 March 7
COMM FILE:
DEPT FILE:

SUBJECT: Disaster Management Conference - 1989

BACKGROUND:

The Regional Municipality of Hamilton-Wentworth is hosting a "National Conference of Disaster Management 1989". This conference is to be held in Hamilton from November 22 - 25, 1989.

I have attached several copies of the conference information brochure.

L. G. Saltmarsh

13.

FOR INFORMATION

REPORT TO: Chairman & Members, Personnel Committee
Attn: Mrs. S. K. Reeder, Secretary

MAR 1 6 1989

FROM: K.A. Rouff
City Solicitor

DATE: 1989 March 15
COMM FILE:
DEPT FILE: 400-2/89.1
100-12.1
(Accounts)

SUBJECT: **City Litigation Files - Payment to Ross & McBride for professional services for the Month of January 1989 Account dated February 20, 1989 Amount: $8,503.69**

BACKGROUND:

At its meeting on August 24, 1988, the Committee requested that it be kept informed of all amounts paid to Ross & McBride (and Mackesy, Smye, Turnbull, Grilli & Jones). In this regard, we would advise as follows:

1. The City has received an Account from Ross & McBride in the amount of $8,503.69 (made up of $7,464.50 for fees and $1,039.19 for disbursements). This Account has been processed for payment;

2. The following is a summary of the amounts paid to Ross & McBride in 1989 to date:

Amount paid to Ross & McBride in 1989 prior to this Account		$ Nil	
Amount for this Feb.20/89 Account	- (Fees) $7,464.50		
	- (Disb.) $1,039.19	$8,503.69	
TOTAL AMOUNT PAID TO ROSS & McBRIDE IN 1989 TO DATE		$8,503.69	
3. **TOTAL AMOUNT PAID TO MACKESY, SMYE IN 1989 TO DATE**		$ 600.00	
4. **TOTAL AMOUNT PAID TO ROSS & McBRIDE AND TO MACKESY, SMYE TO DATE**			$9,103.69

K.A. Rouff
City Solicitor

KAR:ead

c.c. Mr. E.C. Matthews, City Treasurer

14.

FOR INFORMATION

REPORT TO: Chairman & Members, Personnel Committee
Attn: Mrs. S. K. Reeder, Secretary

FROM: K.A. Rouff
City Solicitor

DATE: 1989 February 27
COMM FILE:
DEPT FILE: 400-2/89.1
(Accounts Sec.100-12.2)
(Accounts Sec.100-12.1)

SUBJECT: City Litigation Files -
Payment to Mackesy, Smye, Turnbull, Grilli & Jones
for professional services - DELMAR VS CITY
Account dated January 20, 1989
Amount: $600.00

BACKGROUND:

At its meeting on August 24, 1988, the Committee requested that it be kept informed of all amounts paid to Ross & McBride (and Mackesy, Smye, Turnbull, Grilli & Jones). In this regard, we would advise as follows:

1. The City has received an Account from Mackesy, Smye in the amount of $600.00 (made up of $600.00 for fees). This Account has been processed for payment;

2. The following is a summary of the amounts paid to Mackesy, Smye in 1989 to date:

Amount paid to Mackesy, Smye in 1989 prior to this Account	$ Nil
Amount for this Jan.20/89 Account - (Fees) $600.00	$ 600.00
TOTAL AMOUNT PAID TO MACKESY, SMYE IN 1989 TO DATE	$ 600.00

3. **TOTAL AMOUNT PAID TO ROSS & McBRIDE IN 1989 TO DATE**

4. **TOTAL AMOUNT PAID TO ROSS & McBRIDE AND TO MACKESY, SMYE TO DATE** $ 600.00

"K.A. Rouff" per: P. Hooker

K.A. Rouff
City Solicitor

KAR:ead

c.c. Mr. E.C. Matthews, City Treasurer

15.

Corporation of the City of Hamilton

Memorandum

****

TO: Mrs. C. Lowe
Commissioner of Human Resources

YOUR FILE:

FROM: Philip R.A. Hooker
City Solicitor's Department

OUR FILE:

SUBJECT: Job Descriptions - Union Local 167
City Solicitor's Department
Secretaries' Salaries

DATE: 1989 March 2

Further to my letters of January 6th, and February 20th, 1989 (copies with attachments enclosed), we were patiently awaiting a response when the enclosed job postings, Call Nos. 5174 CH and 5173 CH were brought to my attention.

This clearly highlights a ludicrous existing situation: an experienced legal secretary -- now called "Stenographer I"-- here makes less than $10.00 more per week, gross, than a mail room clerk.

In the last year and a half or so we have lost at least 3 very capable and experienced legal secretaries, namely, M. Kay, E. Noonan (who worked as a title searcher after being a legal secretary) and D. Ratford.

We are now losing another, R. Spagnuolo, to the Region's Legal Department, which pays significantly higher for virtually the same work.

The situation greatly embarrasses and frustrates the personnel and operation of this Department and must be addressed at the earliest possible moment.

What are you going to do about it?

Please advise.

Philip R. A. Hooker

Philip R. A. Hooker
for K. A. Rouff
City Solicitor

PRAH:dc
encls.
cc. Chairman and Members, Personnel Committee
Attention: Mrs. S.K. Reeder, Secretary

City Solicitor's Department
(1)

THE CORPORATION OF THE CITY OF HAMILTON

requires

CITY SOLICITOR'S DEPARTMENT — CALL NO. 5174CH

POSITION: Stenographer I

SALARY: $406.87 $422.62 $441.53 $457.46 per week

EDUCATION: Grade 12 Commercial including typing, shorthand and Word Processing.

EXPERIENCE: One to two years legal experience.

CITY CLERK'S DEPARTMENT
(PRINTING AND MAILING DIVISION) — CALL NO. 5173CH

POSITION: Clerk I - Printing & Mailing

SALARY: $394.30 $410.00 $428.94 $447.93 per week

EDUCATION: Grade 10. A Class "G" Driver's Licence (preferred).

EXPERIENCE: Six months to one year.

* * * * * * * * * * * * * *

This Notice was posted on March 1, 1989 and closes on MARCH 7, 1989.

It is the responsibility of the applicant to ensure that their application reaches the Human Resources Centre by the closing date or they may not be considered. On the basis of the criteria set out above, this posting is open to all present employees male and female.

Applications should be forwarded to:

Commissioner, Human Resources
Human Resources Centre
25 Main Street West - 19th floor
Hamilton, Ontario
L8P 1H1

Do not remove from the notice board until after the closing date and only then as authorized by the Department Head.

Corporation of the City of Hamilton

Memorandum

****

TO: Mrs. C. Lowe
Commissioner of Human Resources
Attn: Ms. E. Bourns
Manager of Wage and Salary Administration

YOUR FILE:

FROM: P. R. A. Hooker
City Solicitor's Office

OUR FILE: 400-16.1

SUBJECT: Union Job Description
City Solicitor's Department

DATE: 1989 February 20

Further to my letter of January 6, 1989, to Mr. Critelli, herein enclosed please find copy of "Call No. 4152 HW", a job summary for a legal secretary in the Region's Department of Legal Services.

I think this demonstrably reinforces my letter's points.

Note the salary range offered.

The same salary range should apply to legal secretaries of 5 years' experience in this department, in our view. There should be no Regional/City disparity, which makes retention of legal secretaries here very very difficult.

Philip R A. Hooker

Philip R. A. Hooker
for K. A. Rouff
City Solicitor

PRAH/rs
Encl.
c.c. Ms. Tamara Foell

P.S. You may feel inclined to note that I suggested Senior Legal Secretary status be granted after five (5) years' working here, whereas the Region requires Seven (7) and the Region only describes the job as "Legal Secretary" period.

This is true, however, the point is that whatever criterion period and/or title is used, secretaries doing virtually the same job in each legal department should have matching status and comparable or identical salaries.

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

requires

DEPARTMENT OF LEGAL SERVICES — CALL NO. 4152HW

LEGAL SECRETARY

Summary of Duties:

Perform all duties related to the position of a confidential secretary and para-legal to an Assistant Corporate Counsel, including complex stenographic, para-legal, clerical, word processing and computer duties associated with the operation of a legal office.

General Duties:

As secretary to an Assistant Corporate Counsel, assist in the operation and co-ordination of a legal practice, including the taking and transcribing of dictation of a general, confidential or technical nature as required, with excellent speed and accuracy, handling telephone calls and inquiries, obtaining and conveying information to Regional staff and the public, and preparing reports.

Prepare and file confidential legal documents and correspondance such as confidential information on matters relating to labour relations and litigation.

Organize and maintain office filing system and records keeping.

Assist in preparation for litigation, including compiling and summarizing evidence, obtaining subpoenas, preparing exhibits and other required documents.

Assist and provide support services to the Assistant Corporate Counsel, prior to, during and after, hearings and trials, including initial review of the file, preparation of documents, arranging for certification of documents to be filed at hearing or trial, arranging for attendance of witnesses, preparation of evidence, etc.

Operate computers and word processing equipment, with thorough knowledge of word processing systems and their application to the Department of Legal Services. Create new applications of existing systems.

Draft and compose correspondence and documents in routine transactions and co-ordinate functions, meetings and appointments and the calendar of the Assistant Corporate Counsel.

Assist with work of other Legal Secretaries, as required.

Other related duties.

Duties are to be carried out in accordance with established office procedures, having general knowledge of legislation, regulations and forms used in the department.

Qualifications:

Graduate of Grade 12 Commercial and Community College Legal Secretarial Course, or approved equivalent.

Seven years' previous satisfactory, legal secretarial experience (or combination of experience and post-secondary para-legal training, totalling seven years).

Excellent secretarial and stenographic skills.

Excellent word processing and computer skills.

Demonstrated ability to handle complex assignments.

Ability to work independently, with minimal supervision.

Demonstrated knowledge of legal procedures and terms, with emphasis on areas of law related to litigation.

Salary: $25,322.44 - $29,778.32 per annum

Hours: 35 per week

* * * * * * * * * * * * * * *

This Notice was posted on a January 23, 1989 and closes on JANUARY 27, 1989.

It is the responsibility of the applicant to ensure that their application reaches the Human Resources Centre by the closing date or they may not be considered. On the basis of the criteria set out above, this posting is open to all present employees male and female.

Applications should be forwarded to: Commissioner, Human Resources
Human Resources Centre
25 Main Street West - 19th floor
Hamilton, Ontario
L8P 1H1

Do not remove from the notice board until after the closing date and only then as authorized by the Department Head.

Corporation of the City of Hamilton

Memorandum

****

TO: Mrs. C. Lowe
Commissioner of Human Resources
Attention: Mr. T. Critelli
Wage and Salary/Research Officer

YOUR FILE:

FROM: Philip R.A. Hooker,
City Solicitor's Department

OUR FILE:

SUBJECT: Union Job Descriptions
City Solicitor's Department

DATE: 1989 January 6

Please accept my apologies for the delays herein to date, caused by the pressure of other work demands.

As discussed with you on the telephone several weeks ago, in our opinion the legal secretaries in this department are generally considerably under-paid and under-rated considering the work they do and its importance, detail and attention necessary. Much of their work requires solicitor reliance on their accuracy, knowledge and care, although the solicitors themselves of course check the secretaries' preparation of documents before the documents leave this office.

The work of the secretaries is extremely important, since unnoticed errors or unjustifiable delays could cause substantial impact on the City's legal rights and liabilities in terms of e.g. contracts, real estate deeds, liens and other documents, by-laws, opinions, court papers (statements of claim or defence, orders, Judgments, releases, etc., etc.). Inattention or errors could also cause considerable embarrassment to members of Council, the solicitor themselves and others. Not infrequently, because of the nature of our work or the timing of significant developments, secretarial work must not only be done perfectly but also on an urgent basis, thus emphasizing the need for secretarial commitment and precision.

At present, all 10 legal secretaries have the job description title "Stenographer I" which in our opinion is not only an inadequate reflection of their collective and individual importance to us, but also fails to recognize (and properly reward) long service in this department.

Accordingly,we are recommending the adoption of the new job description title of "Legal Secretary" for all 10 of them and the higher title of "Senior Legal Secretary" for several of the 1[illegible] who have been here in the Solicitor's Department for five (5) years or more. We consider this quite fair and reasonable.

As of January, 1989 the roster in this department below City Solicitor, will be as follows:

INCUMBENT	SOLICITOR SERVED	RECOMMENDED JOB TITLE
Deborah Chambers (1982 to present)*	P.R.A. Hooker, Manager of Legal Services	Senior Legal Secretary
Lynda Brown (1977 to present)*	David A. Powers, Manager of Property Law	Senior Legal Secretary
Elizabeth Davis (1975 to present)*	Rand C. Roszell, Solicitor, Contracts and Agreements	Senior Legal Secretary
Arvilla Spriggs (1980-81 to present)*	William J. Hubar, Q.C. Litigation Counsel	Senior Legal Secretary
Janet Seki (1975 to present)*	P.R.A. Hooker and Lian Lawrence	Senior Legal Secretary
Susan Riley (1969-1975 and 1985 to present)*	Rand C. Roszell and Lian Lawrence	Senior Legal Secretary
Christine Shepherd (1985 to present)*	Lorne E. Farr Solicitor	Legal Secretary
Helen King (1985 to present)*	Peter Barkwell Solicitor	Legal Secretary
Maria Muir (1988 to present)*	Brian J. Loreto Solicitor	Legal Secretary
Rosemarie Spagnuolo (1988 to present)*	David A. Powers	Legal Secretary

* All bracketed periods show times of incumbent's service in City Solicitor's Department.

As can be seen from the above, some of the persons recommended for Senior Legal Secretary not only have length of service here but, also are required to serve more than one solicitor, which requires flexibility, discretion and adjustment of priorities frequently, while others recommended for that title serve the more senior lawyers and/or Managers in the department. The Senior Legal Secretaries also require less supervision in their overall work than those of lesser experience and accumulated job knowledge.

I should advise further that this proposal has been explained and discussed with the incumbents and the solicitors prior to my writing this and there has been no adverse reaction to the proposal.

With the above factors in mind I now enclose a proposed job description for each of the positions called Senior Legal Secretary and Legal Secretary for your consideration.

Please advise if further information is required.

Yours truly,

Philip R.A. Hooker

P.R.A. Hooker
Manager of Legal Services

PRAH:dc
encl.

c.c. Ms. T. Foell (encl.)

THE CORPORATION OF THE CITY OF HAMILTON

JOB TITLE:	SENIOR LEGAL SECRETARY	POSITION NUMBER	
DEPARTMENT:	CITY SOLICITOR'S DEPARTMENT	OCCUPATION CODE:	
SECTION:	DIVISION	UNION CODE:	
UNION LOCAL:	CUPE 167	LAST REVISION:	yr m d

JOB SUMMARY: As secretary to a Senior Solicitor, prepares, co-ordinates and processes confidential legal documents, correspondence and reports respecting all aspects of supervisor's legal work, including requisition and set-up of files, recording and scheduling deadlines, assembling and computer processing information to organize, cross-reference and check, using established procedures and policies or, if latter not applicable, responsible for devising new procedures for supervisor's approval. Position requires at least five (5) years' equivalent experience.

SPECIFIC DUTIES: With minimum direction and supervision, operates computers, transcribes dictation, completes a wide variety of legal documents accurately and efficiently.

- organizes, maintains and cross-references numerous files, monitors progress of transactions, assignments and cases, calculates transaction adjustments and fees payable, follows checklists and schedules meetings for supervisor.
- answers inquiries from citizens, outside lawyers, civic and Regional staff, supervisor's colleagues, office support personnel, e.g. law-clerk/title searcher, and composes and prepares routine correspondence for supervisor.
- maintains own general knowledge of sophisticated computer equipment, established office procedures, legislation, regulations and forms regularly used by supervisor.
- verifies Council authorizations, land descriptions, completed legal forms etc. for clarity and accuracy and maintains total legal file information, including surveys, insurance policies, reports, cheques, court orders, hearing and committee appointments etc.
- generally, as an experienced executive secretary and administrative support person with at least 5 years' equivalent experience, assists Senior Solicitor to carry out his/her legal assignments fully, accurately and efficiently, by fulfilling such responsibilities as:

  - rearranging own work priorities immediately to respond to changing demands of urgent circumstances.

- monitoring status of files and providing answers, arrang
time extensions, etc. as necessary in supervisor s absence
- retrieving and producing relevant files for review by
supervisor etc.

THE CORPORATION OF THE CITY OF HAMILTON

JOB TITLE: LEGAL SECRETARY POSITION NUMBER:

DEPARTMENT: CITY SOLICITOR'S DEPARTMENT OCCUPATION CODE:

SECTION: DIVISION: UNION CODE:

UNION LOCAL: CUPE 167 LAST REVISION:

yr m d

JOB SUMMARY: As Secretary to a Solicitor, prepares, co-ordinates and processes confidential supervisor's legal work, including requisition and set-up of files, recording and scheduling deadlines, assembling and computer processing information to organize, cross-reference and check, using established procedures and policies or, if latter not applicable, responsible for devising new procedures for supervisor's approval.

SPECIFIC DUTIES: With minimum direction and supervision, operates computers, transcribes dictation, completes a wide variety of legal documents accurately and efficiently.

- organizes, maintains and cross-references numerous files, monitors progress of transactions, assignments and cases, calculates transaction adjustments and fees payable, follows checklists and schedules meetings for supervisor.
- answers inquiries from citizens, outside lawyers, civic and Regional staff, supervisor's colleagues, office support personnel, e.g. law-clerk/title searcher, and composes and prepares routine correspondence for supervisor.
- maintains own general knowledge of sophisticated computer equipment, established office procedures, legislation, regulations and forms regularly used by supervisor.
- verifies Council authorizations, land descriptions, completed legal forms etc. for clarity and accuracy and maintains total legal file information, including surveys, insurance policies, reports, cheques, court orders, hearing and committee appointments etc.
- generally, as a Legal Secretary and administrative support person, assists Solicitor to carry out his/her legal assignments fully, accurately and efficiently, by fulfilling such responsibilities as:
  - rearranging own work priorities immediately to respond to changing demands of urgent circumstances.
  - monitoring status of files and providing answers, arranging time extensions, etc. as necessary in supervisor's absence.
  - retrieving and producing relevant files for review by supervisor etc.

16.

LIST OF OUTSTANDING COMMITTEE ITEMS

PERSONNEL COMMITTEE

ITEM	ORIGINAL DATE	ACTION	STATUS
Establishing Procedure for Exit Interviews	1988 June 22	Commissioner of Human Resources	Pending Report
Child Care for Regional and City Employees	1989 January 26	Alderman Christopherson	Pending Report
Firefighters Report	1988 November 23	Fire Chief and Commissioner of Human Resources	Pending Report
Review and presentation to Committee of Department Policies and Procedures	1988 December 20 (Chairman)	Commissioner of Human Resources	Pending Report
		Fire Chief	Pending Report
		City Solicitor	Pending Report
Tour of Fire Stations	1989 January 25	Chief Saltmarsh Committee Secretary	Tour to be arranged for Spring 1989
Revision to Fire Prevention Service Fees	1989 February 22	Fire Chief	TABLED - Pending comparison figures.
Presentation on Employment Equity	1989 February 22	Speaker - To be determined	For a future meeting
Details on cost charged for water rates for fire hydrants	1989 February 22	City Treasurer	Pending Report

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25075	GREEN/VERT	BP2507
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